



Beaverton City Library

**LIBRARY ADVISORY BOARD  
MEETING MINUTES  
SEPTEMBER 13, 2017**

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**Present:** Gautam Kottapalli, Chair, John Henshell, Vice-chair, Maureen Inouye-Harrison, Nancy Nkiwane, Saraswathi Rajkumar, Pamela Wagoner, Abigail Elder, Library Director, and Julie Emanuel, Support Specialist II

**Absent:** Brad Schrock

Chair Gautam Kottapalli called the meeting to order at 6:30 p.m.

**Read and Approve Minutes of August 9, 2017, Meeting:**

- Chair Gautam Kottapalli called for the approval of the August 9 minutes. Maureen Inouye-Harrison MOVED and Pam Wagoner SECONDED the MOTION. It was approved by the Board members.

**Public Forum:**

- There was no public forum.

**Report:** by Abigail Elder, Library Director

**General Comments and Information:**

- Abigail distributed bookmarks for recruitment to join a board or commission. A recruitment flyer was mailed recently encouraging community members to attend upcoming meetings to see the group in action.
- September is Library Card Sign-up Month and patrons are encouraged to post a picture of their self with their library card or the library's giant library card on social media and be eligible for a prize drawing.
- The Beaverton Celebration Parade was on Saturday, September 9. Volunteers and Teen Library Council (TLC) members handed out 3,200 library books to kids.

- Libraries welcome everyone! Beaverton Welcoming Week is September 15 – 24. Annual events are planned throughout the city and hosted by community partners to showcase the importance of Beaverton being a welcoming city.
- New youth Access cards are available for students to check out eBooks and use the tools available online.

#### **Presentation of Current Statistics:**

- August 2017 statistics for Beaverton City Library (BCL) were distributed and discussed by the Board members.

#### **WCCLS Report:** by Abigail Elder, Library Director

- Online card registration started September 12 to register for a library card through the WCCLS webpage. The card will allow access to OverDrive, Cultural Pass reservations and other online resources without physically visiting a library.
- Juvenile materials for overdue fines were waived with the exception of lost books.
- Abigail distributed information about Brainfuse HelpNow and JobNow, a new service available through the WCCLS.org website. HelpNow offers live homework tutoring for students in grades K-12 and JobNow offers assistance for job-seekers.
- A list of items with most holds for August was distributed.

#### **Committee Reports:**

##### **Beaverton Library Foundation:** by Gautam Kottapalli

- New Year's Eve event is looking for volunteers to train as licensed alcohol servers.
- Banner Bank has signed on as a sponsor.
- The Board is working on soliciting potential partners for New Year's Eve event.
- Early Bird admission tickets will be the same price as last year for people who attended the 2016 event.

##### **New Friends of the Beaverton City Library:** by Maureen Inouye-Harrison

- New Friends' focus is October's big fall book sale. "Members Only" is scheduled on Wednesday, October 11, 5 – 9 p.m. They expect to have 10,000 items for sale.
- Friends' Book Corner bookstore was painted recently and Maureen posted photos on their website.
- Abigail distributed the book sale promotional postcards and Loud in the Library 2017 New Year's Eve fundraiser.

**Old Business:**

- Abigail distributed BCL Partnership Policy and the Board discussed last month's edits.
- Abigail distributed a draft of BCL Programming Policy and asked the Board to review and discuss at next month's meeting. The policy has been reviewed by the Management Team.
- The Board discussed the data sheets of BCL statistics distributed last month.

**New Business:**

- Abigail presented the Library Review and Budget PowerPoint and the Board discussed 2018 Budget Worksheet Summary.
  - The Library Bond Measure will be paid off in 2018.
- Abigail distributed the Library Advisory Board Bylaws and the draft template proposed by the City. Abigail asked the Board to review and discuss next month.
- Julie will email August comment cards from the public to the Board.

**Set Date for Next Library Advisory Board Meeting:**

- The next board meeting is scheduled for Wednesday, October 11, 2017, at 6:30 p.m. in the Library Administrative Conference Room on the second floor at BCL–Main.

**Call For Agenda Items for Future Advisory Board Meetings:**

- Social Worker in the Library
- WCCLS Projects
- Partnership Policy
- Programming Policy
- Library Board Bylaws

**Adjournment:**

- There being no further business, the meeting was adjourned at 8:09 p.m.

Respectfully submitted by:  
Julie Emanuel, Support Specialist II

<b>APPROVED BY:</b> Gautam Kottapalli, Board Chair
<b>Date Approved:</b>