



Beaverton City Library

**LIBRARY ADVISORY BOARD  
MEETING MINUTES  
FEBRUARY 14 , 2018**

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**Present:** Gautam Kottapalli, Chair, John Henshell, Vice-Chair, Maureen Inouye-Harrison, Nancy Nkiwane, Tya Ping, Sara Rajkumar, Brad Schrock, Pam Wagoner, Abigail Elder, Library Director, Julie Emanuel, Support Specialist II

**Absent:** Mark Fagan, Council Liaison

**Guests :** Areebah Zaidi, Teen Library Council (TLC)

Chair Gautam Kottapalli called the meeting to order at 6:32 p.m.

**Approve Minutes of January 8 , 2017, Meeting:**

- Chair Gautam Kottapalli called for the approval of the January 8 minutes. Brad Schrock moved and Pam Wagoner seconded the motion. It was approved by the Board members with the correction of adding Tya Ping to those present.

**Public Forum:**

- There was no public forum.

**Council Report :** by Councilor Mark Fagin:

- There was no council liaison report.

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

- The Beaverton Library Foundation is deliberating if they will continue to host the New Year's Eve event at the Beaverton City Library-Main or focus more on solicitation letters for donations from past donors.

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

- New Friends of Beaverton City Library recently held their annual retreat and discussed the following topics:
  - Request additional volunteers at the Book Corner.
  - Have a Book Corner volunteer update Facebook.
  - Community Outreach.
  - Property improvement: Paint and relocate the Book Corner's sign in the front yard.
- Friends are recruiting for a new manager.

### **Teen Library Council (TLC):** by Areebah Zaidi, TLC Liaison

- TLC are discussing having more big events yearly at BCL-Main.
- The Teen Poetry Coffee House event will be held in May.
- TLC is organizing this year's video competition for summer reading.
- Areebah ask for the Board's input of creating new events. The Board suggested a talent show and theatre productions.

### **Old Business:**

- January comment cards were distributed and discussed.
- **Authorization for Trust Fund Expenditures:** Library Trust Fund Financial Statements dated December 31, 2017, were provided to the Board.

Abigail requested authorization to expend \$48,472 from the Library Trust Fund. These funds were donated by New Friends and a "Wish List" was approved in November 2017 to purchase the items listed for both branches. A copy of the "Wish List" was provided to the Board.

- Chair Gautam Kottapalli called for the approval to expend \$48,472 from the Library Trust Fund. Brad Schrock MOVED and Maureen Inouye-Harrison SECONDED. It was approved by the Board members.

### **New Business:**

- Abigail distributed copies of the WCCLS 2016-17 Year in Review.
- Eva Calcagno, Director of WCCLS, retires at the end of this month.
- Abigail provided a Homelessness Facts handout and discussed the library's roll with the Board.

### **Library of Things Update:**

- Abigail distributed a list of items being considered for the new Library of Things collection.

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

- The next board meeting is scheduled for Wednesday, March 14, 2018, 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:**

- Partnership Policy
- Social Worker in the Library
- Incorporate Library of Things into Library's Collection Development Policy
- Library Bylaws
- Phone Policy

**Adjournment:**

- There being no further business, the meeting was adjourned at 8:05 p.m.

Respectfully submitted by:  
Julies Emanuel, Support Specialist II

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