



Beaverton City Library

**ANNUAL BOARD MEETING  
LIBRARY ADVISORY | FOUNDATION | NEW FRIENDS  
MEETING MINUTES  
APRIL 11, 2018**

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**Present:** Gautam Kottapalli, John Henshell, Tya Ping, Sara Rajkumar, Brad Schrock, and Pam Wagoner, Abigail Elder and Julie Emanuel

**Absent:** Maureen Inouye-Harrison, Nancy Nkiwane

**Guests:**

- **Beaverton City Library Staff:** David Abbey, Michele Caldwell, Victoria Campbell, Linda Fallon, Tracey Firestone, Jennifer Johnson and Melissa Little
- **City of Beaverton:** Mark Fagin, Council Liaison
- **Teen Library Council (TLC):** Nikki Kolpakov, and Ishani Shrestha
- **New Friends of BCL Board:** Mary Ann Axelson, Tom Cutts, Ray Grant, Kyle Rappleyea, and Roger Tobin
- **Beaverton Library Foundation Board:** Ellen Russell

Chair Gautam Kottapalli called the meeting to order at 6:40 p.m.

**Public Forum:** There was no public forum.

**General Comments and information:** Abigail Elder

- The Mayor proclaimed April 8 – 14 National Library Week and National Library Workers' Day on Tuesday, April 10.
- Abigail has accepted a new position with the city as Director for the Mayor's Office Programs, effective May 14. She will be responsible for both departments until the new library director is hired in June.

**Library Advisory Board:** by Chair Gautam Kottapalli and Vice-Chair John Henshell

- Gautam and John reviewed the 2018 annual report that was presented to the Mayor and City Council on Tuesday, April 10. At that meeting, they thanked the City of Beaverton for the \$10,000 budget for the Library of Things collection.

### **Library Managers:**

Members of the library's leadership team presented division updates and 2018 projections as follows:

- **Circulation:** Melissa reported increased efficiency with book returns and holds with the Central Sort at the new WCCLS Courier warehouse. She also announced a new staff focusing on tabling at outreach events.
  - Branch Supervisor, Tracey Firestone, said a second Sr. Library Assistant will be hired at the Branch. This is a new position created by combining two vacant Library Assistant 2 part-time positions.
  - Circulation Supervisor, David Abbey, discussed efficiency to staff workflow with WCCLS Central Sort, future online payments, and a plan to replace older self-check equipment.
- **Adult Services:** Linda Fallon said that Adult Services continues to offer lots of programs, selecting and maintaining collections, and instructions on new technology, including eBooks.
- **Technical Services:** Michele Caldwell gave a review of material management, interlibrary loans, and the launch of Library of Things. They continue to provide support to Friends book sales and withdrawn book processing.
- **Volunteer Program:** In addition to library volunteers, Jennifer Johnson is also now managing volunteers for the Book Corner. Plans for 2018 include investigating a Human Library and creating disability employment partnerships. Jennifer announced that Friends board member Mary Ann Axelson was awarded the 2018 Phyllis Davis Volunteer Service Honor award!
- **Youth Services Manager:** Victoria said that Youth Services staff provide programs for ages 0-18, parents and caregivers; purchase youth collections; offer teens leadership opportunities; deliver outreach, and teach early literacy. In 2018, they will offer Ready Set Kindergarten in Spanish, more STEM programs and use of technology.

### **New Friends of Beaverton City Library:** by Ray Grant, President of the Board

- The Friends hired a new Book Corner Manager who started in March. The Friends donated more than \$60,000 to the Library last year. They held an annual fall book sale in October 2017 and will offer one this May at the Beaverton City Library-Main.

**Beaverton Library Foundation Report:** by Ellen Russell

- The Foundation serves as the primary sponsor of the library's Summer Reading Program, teen writing contests and will sponsor the 3<sup>rd</sup> Annual New Year Eve event on December 31st. They recently updated their Mission statement and vision and will be ready to share them soon.

**Teen Library Council (TLC):** by Nikki Kolpakov, and Ishani Shrestha

- TLC members Nikki and Ishani gave the Year-end presentation of TLC activities and programs they supported during Fiscal Year 2017-18. The final event of the year will be the Teen Poetry Coffeehouse in May.

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

- The next board meeting is scheduled for Wednesday, May 9, 2018, at 6:30 p.m. in the Library Administrative Conference Room on the second floor at BCL-Main.
- Jennifer Johnson will attend the meeting for Abigail Elder, who is on vacation.

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

- Partnership Policy
- Incorporate Library of Things into Library's Collection Development Policy
- Library Board Bylaws
- Phone Policy

**Adjournment:**

- There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

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