



Beaverton City Library

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

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

**Absent:** Mark Fagin, Brad Schrock, Pam Wagoner

Chair Gautam Kottapalli called the meeting to order at 6:36 p.m.

**Read and Approve Minutes of February 14, 2018, Meeting:**

- Chair Gautam Kottapalli called for the approval of the February 14 minutes. Nancy Nkiwane MOVED and Maureen Inouye-Harrison SECONDED the motion. Motion carried.

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

**Council Report:** There was no council liaison report.

**Partner Reports:**

**Beaverton Library Foundation Report:** The Foundation will donate \$12,425 to the Beaverton City Library Trust Fund to sponsor teen poetry contest prizes, summer reading program, and audiobooks. They agreed to pay up to \$1,400 to have the Library on Wheels (LOW) car wrapped in a bright vinyl design to increase its visibility.

- Abigail requested authorization to expend \$12,425 from the Library Trust Fund to pay for expenses named from the Foundation's memo.
  - Chair Gautam Kottapalli called for the approval to expend \$12,425 from the Library Trust Fund. John Henshell MOVED and Nancy Nkiwane SECONDED the motion. Motion carried.

- Next week, the Foundation will award a \$1,000 scholarships to a high school student who has volunteered at least 50 hours. Nikki Kolpakov is this year's winner.
- The Foundation will sponsor the New Year's Eve event this year.

**New Friends of Beaverton City Library Report:** New Friends will host a book sale in May at BCL-Main. The store manager interviews are still ongoing. The Boy Scouts held a big book drive.

**Teen Library Council (TLC):** There was no TLC report.

**Old Business:**

- February comment cards were distributed.

**New Business:**

**Annual Library Survey Results:**

- Abigail provided the annual public survey results that was mailed to 3,200 residents in November 2017. The library received a rating of 95% overall satisfaction.
  - John MOVED and Maureen SECONDED the motion that the Library Board commends the library and its staff for excellent services and the execution of the Strategic Plan 2016-2021. Motion carried.

**Library Advisory Board Annual Report to Council:**

- 2017 annual report was provided to the Board. The Board discussed the contents to focus on this year's report. Abigail, Chair, and Vice-Chair will present 2018 report to City Council on Tuesday, April 10. National Library Week is from April 8 – 14.

**Courier Automated Materials Handling:**

- A Central Automatic Materials Handling (AMH) machine is being set up in the new WCCLS Courier warehouse. Books go to Courier first, and will arrive at the library sorted. Goes live Sunday, March 18!

**Joint Meeting with Friends and Foundation:**

- The Board will be meeting with the Beaverton Library Foundation, Teen Library Council and New Friends on April 11 at BCL –Main for its annual joint board meeting. It was recommended to share survey results, annual report to council, and invite the library managers to the meeting.

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

- The next board meeting is scheduled for Wednesday, April 11, 2018, at 6:30 p.m. in Library Meeting Room B on the first 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:

Julie Emanuel, Support Specialist II

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