



Beaverton City Library

**LIBRARY ADVISORY BOARD
MEETING MINUTES
MAY 9, 2018**

Present: Gautam Kottapalli, Chair, John Henshell, Vice-Chair, Maureen Inouye-Harrison, Tya Ping, Sara Rajkumar, Brad Schrock, Jennifer Johnson, Volunteer Program Manager, and Julie Emanuel, Support Specialist II

Absent: Mark Fagan, Nancy Nkiwane, and Pam Wagoner

Chair Gautam Kottapalli called the meeting to order at 6:35 p.m.

Approve Minutes of March 14, 2018, Meeting:

- Chair Gautam Kottapalli called for the approval of the March 14 minutes. Maureen Inouye-Harrison MOVED and Sara Rajkumar SECONDED the motion. Brad Schrock abstained. Motion CARRIED.

Approve Minutes of April 11, 2018, Meeting:

- Chair Gautam Kottapalli called for the approval of the April 11 minutes. John Henshell MOVED and Sara Rajkumar SECONDED the motion. Maureen Inouye-Harrison abstained. Motion CARRIED.

Public Forum: There was no public forum.

Council Report: There was no council liaison report.

Beaverton Library Foundation Report: by Jennifer Johnson on behalf of Abigail Elder, Library Director

- Jennifer was appointed staff liaison for the Foundation Board meetings.
- The Teen Poetry contest posted the Haikus winners on the library's website.
- The Foundation Board may hire a party planner to provide activities at the New Year's Eve event.

New Friends of Beaverton City Library Report: by Jennifer Johnson on behalf of Abigail Elder, Library Director

- New Friends hired a new Book Corner manager and has welcomed 26 new volunteers this spring.
- New Friends are sponsoring a spring book sale, May 9 – 13 at the main library. "Members Only" is tonight.

Teen Library Council (TLC):

- TLC members are on summer break and will attend board meetings starting in September.

Old Business:

- A draft copy of Bylaws of the Library Advisory Board was distributed for review. The Board members will discuss at the next meeting.
- April comment cards were distributed.

New Business:

Jennifer shared Volunteer Program 2017 goals and accomplishments:

- Grew Homework Help & Tech Tutor programs with new volunteers
- Created the Volunteer Verb, a newsletter for volunteers that includes a new reading challenge each issue
- Created volunteer surveys for new and long-term volunteers about their experience with the volunteer program
- Partnered with more local businesses and Volunteer Match to help support big library projects (book sale, summer reading packet prep, etc.)

Jennifer shared her work with the library's ACE Committee, which works with staff to provide Accurate, Courteous and Efficient customer service. In addition, the committee also reviews comment cards twice a year, looking for themes and working towards solutions.

A draft copy of the Partnership Policy was distributed for review. The Board members proposed edits and made recommendations. Jennifer will organize the notes and take to the Management Team to create a second draft for the Board to review and approve.

- Board members will send any other edits to Julie Emanuel by Tuesday, May 22.
- Both copies of the Partnership Policy and Programming Policy will be provided at the next board meeting.

Set Date for Next Library Advisory Board Meeting:

- The next board meeting is scheduled for Wednesday, June 13, 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:

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

Adjournment:

- There being no further business, the meeting was adjourned at 8:11 p.m.

Respectfully submitted by:

Julie Emanuel, Support Specialist II

APPROVED BY: Gautam Kottapalli, Board Chair
Date Approved: