



**LIBRARY ADVISORY BOARD
MEETING MINUTES
JULY 11, 2018**

Present: Gautam Kottapalli, Chair; John Henshell, Vice Chair; Pam Wagoner; Brad Schrock; Maureen Inouye-Harrison; Tya Ping; Sara Rajkumar; Victoria Campbell, Interim Library Director; and Emma Jones, Support Specialist II

Absent: Mark Fagin, Council Liason; Nancy Nkiwane

Guests: None

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

Introductions :

- Emma Jones, Support Specialist II - Publicity in Admin division of library.

Approval of Minutes from June 13, 2018 Meeting :

- John Henshell noted an error on Page 2, in the Library Bylaws (in Old Business): In Article IV, "The term of office for an officer begins with the last Board meeting of the calendar year and lasts for one year" should read "The term of office for an officer begins with the first Board meeting of the calendar year and lasts for one year."
- Chair Gautam Kottapalli called for the approval of the June 13 minutes, as revised by Vice Chair John Henshell. Pam Wagoner moved and Maureen Inouye-Harrison seconded the motion. Motion CARRIED.

Public Forum: None

City Councilor Report : None (Mark Fagin, Council Liason, absent)

Partner Reports:

- **Beaverton Library Foundation:** None
- **New Friends of the Beaverton City Library:** Maureen Inouye-Harrison gave an update that the Friends' legal case is moving forward.

Old Business:

- Partnership Report
- Library Bylaws: Victoria Campbell confirmed that the wording, "and are non-voting members" could not be added to Article III: Membership, no. 7, Alternates and the wording, "An alternate may vote when a member is absent" could not be added to Article V: Quorum & Voting, no. 2.

New Business :

- **Youth Services Report** by Interim Library Director Victoria Campbell

- Early Literacy - The 1,000 Books Before Kindergarten program, in which kids get a sticker and a free book for every 100 books they read up to 1,000, was kicked off in the last year. Beaverton City Library worked with Cedar Mill, Garden Home, and West Slope Community Libraries to write a grant, which was administered by Cedar Mill. Maureen Inouye-Harrison adds that the Friends helped pay for some of the books given out to babies.
- In Youth Services meetings, staff have been talking about genres and types of books to improve readers' advisory skills.
- Staff has been working on getting E-Access cards (and Youth Access cards) to middle school students.
- User-friendly - Charging cubes have been installed throughout the library, including in the Children's area and the Teen Room.
- Create - Discovery Veterinary Clinic, similar to Discovery Grocery Store, has been running at both library locations, alternating between Main and Murray Scholls.
- Staff has been getting ready for trainings. IRCO talked to staff about what it's like to be a new immigrant in the area. The CATT (Cultural Awareness Training Task Force) program was started; CATT presentations take place during All Staff meetings and focus on one of the five Beaverton priority languages.
- Children's Playaways were added to the collection in last year.
- The Favorites collection was added at both library locations in last year. The Favorites collection features materials on the subjects ABC & 123, Pink, Dinosaurs, and Transportation.
- Library on Wheels - Teacher resources were recently added. Teachers can request to receive a book with new craft ideas, a new discipline idea, etc. to develop their skills when they receive books at their daycare.
- Welcome videos in seven languages (English, Arabic, Chinese, Japanese, Korean, Spanish, and Vietnamese) were filmed/coordinated by Youth Services in the last year.
- The materials received through the Library Services and Technology Act (LSTA) grant won by Early Learning Washington County were unveiled last year. This grant provided \$40,000 to purchase materials for children ages 0-6 in Arabic, Chinese, Somali, Spanish and Vietnamese.
- Youth Services Increased the number of STEM programs in last year. Staff took a field trip to OMSI to learn how to incorporate STEM learning in programming. The new STEM-focused storytime, Little Scientists, had 50 attendees the last time it was held.
- Maureen Inouye-Harrison asked about the new Youth Services Supervisor. Victoria Campbell told the group about Liz Fraser, who is focusing on programming and service desks.
- **Library Publicity Report** by Emma Jones
 - Emma Jones told the group the basic responsibilities of her position, including creating program flyers, updating web calendars, coordinating news, and participating on social media teams.
 - Gautam asked about the process for staff requesting publicity for services and programs.
 - Pam Wagoner noted that the library's Facebook page has maintained a much more consistent, cohesive presence in the past few years.
- **Comment cards** Seven read aloud
- **New library hours** Beginning July 15, the library will spend three weeks promoting the change internally and then three weeks promoting the change externally so that patrons

(most of whom visit the library every three weeks) will have at least two opportunities to learn about the hours change before the new schedule begins on August 26.

- **Library of Things** Maureen Inouye-Harrison asked about the Library of Things. Victoria Campbell said it's going well - all items are almost always checked out. Pam asked if the library will ever accept donations to the Library of Things, to which Victoria Campbell replied that it is not likely for many reasons.

Set Date for Next Library Advisory Board Meeting:

- The next Board meeting is scheduled for Wednesday, August 8, 2018, at 6:30 p.m., in the Administrative Conference Room on the second floor at the main library.

Call for Agenda Items for Future Advisory Board Meetings:

- Partnership Report - document will be returned to Board
- John asks about updating collection development policy
- Update on revised phone policy (maybe? Abigail might have said we don't need one because the demand is so low)

Adjournment:

- There being no further business, the meeting was adjourned at 7:24 p.m.

Respectfully submitted by:

Victoria Campbell, Interim Library Director

APPROVED BY: <u>Gautam Kottapalli, Board Chair</u>
Date Approved: August 8 th , 2018