



**LIBRARY ADVISORY BOARD
MEETING MINUTES
November 14th , 2018**

Present: Gautam Kottapalli, Chair; John Henshell, Vice Chair; Nancy Nkiwane; Maureen Inouye-Harrison; Sara Rajkumar; Pam Wagoner; Tya Ping; Glenn Ferdman, Library Director; and Kristin Fidler, Support Specialist II

Absent: Mark Fagin, City Council Liaison

Guests: Jamison Hanson, Teen Library Council; Victoria Campbell, Youth Services Manager; and Michele Caldwell, Technical Services Manager

Chair Gautam Kottapalli called the meeting to order at 6:31 p.m.

Introductions: Jamison Hanson, Teen Library Council member, introduced himself.

Approval of Minutes from October 10th , 2018 Meeting :

- Chair Gautam Kottapalli called for the approval of the October 10th minutes. Nancy Nkiwane suggested some grammatical changes for clarity. John Henshell shared concerns about using MOTION and MOVED interchangeably. Pam Wagoner MOVED and Maureen Inouye-Harrison SECONDED the motion to approve the minutes as revised. Motion CARRIED.

Public Forum: None

Council Report: None

Partner Reports:

Beaverton Library Foundation: Gautam Kottapalli reported the Foundation's retreat is on Sunday, November 18th. The Foundation plans to use the retreat time to refocus their efforts for the coming year.

New Friends of the Beaverton City Library : Maureen Inouye-Harrison reported the New Friends did not meet in October because they were busy with their bi-annual Book & Media. The New Friends of the Beaverton City Library is meeting concurrently with the Advisory Board today, Wednesday, November 14th to discuss the Library's Wish List so they can get it to the Board for approval as soon as possible.

New Business:

- **Teen Council Report:** Jamison Hanson reported on the success of the 2018 Teen Art Show. Over 760 visitors came to see the art. The Teen Library Council also

announced the winners of the Short Story Contest and shared that plans are underway for the upcoming Teen Summer Reading Video Contest.

- **Leading with Race:** Victoria Campbell led a discussion of the Executive Summary of “Leading with Race,” a report focused on Washington County, Oregon compiled by the Coalition of Communities of Color. The Library’s Management Team, Supervisors, and Librarians have met to discuss the report and are considering how the information will influence future library services and programs. The Advisory Board discussed the findings and brainstormed ways the library can reach out and expand services to communities of color. Maureen Inouye-Harrison asked if the city’s Diversity Board could attend a future Board meeting.
- **Division Report-Technical Services :** Michele Caldwell explained the function of the library’s Technical Services Department. Technical Services orders, pays for, catalogs, and processes materials chosen by the librarians, and then the Technical Services department withdraws and discards materials when the librarians decide they are in disrepair or are no longer needed. Technical Services mends books and cleans circulating media, and Technical Services staff process Interlibrary Loans. Their latest project has been acquiring and processing things for the library’s new Library of Things collection.
- **Collection Development Policy-Library of Things :** Michele Caldwell presented language added to encompass the Library of Things in the Collection Development Policy for the board for review. John Henshell asked if language could be added about two different principles: 1) The library will not add items to the Library of Things that are damaging to the environment; 2) The library will not add items to the Library of Things from proprietary manufacturers or vendors. After some discussion, John Henshell agreed to revise the request about proprietary vendors and will work on modifying the language about the environment to bring back to the board at their next meeting for consideration.
- **December Meeting:** Typically the Advisory Board does not meet in December, but because there items to discuss Gautam Kottapalli asked if members would like to meet. John Henshell MOVED for the board to meet in December and Sara Rajkumar SECONDED the motion. The board will meet on December 14th, 2018 at 6:30 in the Admin Conference Room.
- **New Friends of the Library Wishlist:** Michele Caldwell presented the Wishlist to the board and asked for approval to use Library Trust Fund money to purchase the items. Nancy Nkiwane MOVED to approve the list and John Henshell SECONDED. The MOTION carried.

Set Date for Next Library Advisory Board Meeting:

- The next Board meeting is scheduled for Wednesday, December 12th, 2018, at 6:30 p.m., in the Administrative Conference Room on the second floor at the main library.

Future agenda items : Gautam Kottapalli reminded the Board they would be electing a new chair at the December 12th meeting.

Adjournment:

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

Respectfully submitted by:
Glenn Ferdman, Library Director

APPROVED BY: