



**LIBRARY ADVISORY BOARD  
MEETING MINUTES  
May 8th, 2024**

**Present:** Kathleen Perry; Sarah Blattner; Shelley Engle; Norma Cardenas; Kim Carroll, Library Director; Victoria Campbell, Community Engagement Manager; Jennie Chamberlin, Community Engagement Librarian

**Absent:** Andrew Love; Cathy Wasnick; Amanda Eng; Adreana Kusaba; Michelle Foley

**Guests:** none

Shelley Engle called the meeting to order at 6:01 p.m.

**Introductions**

**Public Comment:** none

**Partner Reports :**

**The Friends of the Beaverton City Library :** The Friends have no report as they have not met since the Advisory Board met in April.

**Teen Library Council:** Kim Carroll read a report that Community Engagement Librarian Ian Duncanson prepared. The Teen Library Council will help hand out comics on free comic book day and will also help judge the 200+ entries received for the teen poetry contest. May will be the final TLC meeting until next school year.

**New Business:**

**Programming Policy Update :** Jennie Chamberlin, Community Engagement Librarian, shared proposed changes to the Programming Policy with the board. Staff representatives of the Anti-Racist Action Committee have been reviewing and updating library policies with an anti-racism lens. The Programming Policy was last updated in 2017. Jennie Chamberlin explained proposed changes, some of which include linking the policy to the library's strategic plan, adding a sentence about partnering with outside organizations for programming, and clarifying how registration information can be shared. Language referring to non-library programs was removed.

**Annual Board Workplan:** Kim Carroll explained that the annual workplan is to help the board align their work with the City Council's goals. The board decided to wait until a later meeting when more members are present to begin delving into the workplan.

**Director's Report:** Kim Carroll reported that City Council's budget kickoff occurred the previous evening. Changes for the library include that now Opioid funds are going to pay for GGNW to provide in-library social services to the community. The library is currently engaged in a special project looking at our volunteer program, hoping to streamline the program with staff involvement. The library hopes to make the building monitor a full-time position with the money saved from not having a part-time volunteer coordinator. The library is not replacing a Circ 1 FTE who retired because digital check outs continue to grow. Washington County is proposing a 2 percent increase to library funds instead of the expected 1 percent. Although the library is not expecting a decrease in physical items for children's books, Adult and Teen collections are seeing an increase in digital check outs. The library is combining 2 part time Reference Assistants to one full time Reference Assistant, bilingual in Spanish, internal hire. We have been updating the storage in Study Cube 4 with Opioid funds. Staff have started a diversity audit of library collections. Staff have been working on library signage to improve wayfinding at both locations. Library programs continue to be popular and well attended. The spring Friends Book & Media sale was very successful. Two new supervisors have started, one at Main, one at Murray Scholls.

**For the Good of the Order:** The board discussed having signage at the front doors of both locations welcoming everyone. The board asked that taking a summer month off be added to June's agenda.

**Comment Cards :** Thirteen comment cards were read by the board.

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

- The next Board meeting is scheduled for Wednesday, June 12th, 2024, at 6:00 p.m. on the Zoom.gov virtual meeting platform and in the Admin Conference Room on the second floor of the main library.

**Adjournment:**

- There being no further business, the meeting was adjourned at 6:51 pm.

Respectfully submitted by:  
Kim Carroll, Library Director

<b>APPROVED BY:</b>