



**LIBRARY ADVISORY BOARD  
MEETING MINUTES  
December 11 th, 2024**

**Present:** Andrew Love, Chair; Cathy Wasnick, Vice Chair; Kathleen Perry; Adreana Kusaba; Sarah Blattner; Michelle Foley; Shelley Engle; Kim Carroll, Library Director; Kristin Fidler, Administrative Assistant

**Absent:** Norma Cardenas

**Guests:** none

Andrew Love called the meeting to order at 6:04 p.m.

**Introductions**

**Public Comment:** none

**Approval of Minutes from October 9th , 2024, meeting:**

- Chair Andrew Love called for the approval of the October 9th, 2024, minutes with a date correction. Vice-Chair Cathy Wasnick MOTIONED to approve the minutes as corrected, and Adreana Kusaba SECONDED. Motion PASSED.

**Approval of Minutes from November 13th , 2024, meeting:**

- Chair Andrew Love called for the approval of the September 11th, 2024, minutes with some spelling corrections. Shelley Engle MOTIONED to approve the minutes as corrected, and Vice Chair Cathy Wasnick SECONDED. Motion PASSED.

**Election of Board Officers for 2025:** Cathy Wasnick was elected Chair and Kathleen Perry elected Vice Chair for 2025.

**Partner Reports :**

**The Friends of the Beaverton City Library :** Vice Chair Cathy Wasnick reported that the Friends consolidated their storage spaces and are now selling vintage vinyl records through a specialty online marketplace. Nike employees plan to help clean and organize the Book Corner. The Friends surpassed their \$200K fundraising goal this year and have mailed out their annual appeal letter to past donors. The Friends 2025 meetings will be held every other month on the odd number months, so their first meeting will be in January.

**New Business**

**Library's 2024 Workplan:** Director Kim Carroll shared the library's 2024 Workplan. This Workplan helps the library align with Council's Goal and Priorities each year. Highlights for 2024 include: DEI collection improvements; signage improvements to help with accessibility; changing the way reservations are made for the library's meeting rooms; revitalizing the Volunteer Engagement program; honing services to match staffing levels; community outreach improvements; planning for Strategic Planning in 2025; and reintroducing marquee performers to Summer Reading 2025.

**Changes to the Meeting Room Policies and Procedures:** Director Kim Carroll reviewed some tweaks to the new Meeting Room Policy. The window for the public to reserve a library meeting room has been shortened from 7 days out to 48 hours out. Patrons can now cancel a room by calling or emailing the library as well as using the link provided in their reservation email confirmation.

**Vote to adopt these two changes to the library 's Meeting Room Policies and Procedures:**

- Vice Chair Cathy Wasnick MOTIONED to adopt the suggested updates to the library's Meeting Room Policies and Procedures and Shelley Engle SECONDS. Motion PASSED.

**Director's Report:** Director Kim Carroll reported that WCCLS has provided "digital navigator" help to member libraries help patrons with tech questions. The Main library has a WCCLS sponsored digital navigator on site every two weeks. Staff are working on their 2025 Programming Plan. Staff are including "daily intentions" at the library's morning meeting. The city's permanent shelter is up and running. The library hopes to still have a GGNW presence but expects to see a shift in our community services work for those experiencing homelessness because of the shelter opening. The main library is prepared to again act as a day-space warming shelter if Washington County activates the need. Kim Carroll reported that she is participating in the 2024 Leadership Beaverton program.

**For the Good of the Order:** Board members requested the city website keep a current link to join Advisory Board meetings online.

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

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

- The next Board meeting is scheduled for Wednesday, January 8th, 2025, 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 7:30 pm.

Respectfully submitted by:  
Kim Carroll, Library Director

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| <b>APPROVED BY:</b> |
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