



**Library Advisory Board Agenda**  
**Beaverton City Library**  
**MEETING MINUTES**  
**April 9, 2025**

Present: Cathy Wasnick, Chair; Kathleen Perry, Vice Chair; Adreana Kusaba; Sarah Blattner; Kim Carroll, Library Director

Chair, Cathy Wasnick, called the meeting to order at 6:04 pm

Introductions: Ice Breaker

Public Comment: None

Approval of Minutes from the March 12, 2025, meeting:  
Chair Cathy Wasnick called for the approval of the March 12, 2025, minutes.  
Cathy Wasnick and Sarah Blattner added corrections to minutes. Motion PASSED.

**Partners Report:**

At the end of March, the Teen Library Council (TLC) hosted a craft program for children, featuring activities such as mandala creation and mini flowerpot painting. In their upcoming meeting, TLC members will serve as judges for the ongoing April poetry contest. During their most recent meeting, they brainstormed ideas for a potential Summer Reading promotional video and recorded a podcast, which is set to be released soon. Additionally, TLC is exploring the possibility of sharing the Summer Reading video on YouTube and other social media platforms.

**Director's Report: Kim Carroll**

**The City Council Report 2024:** Requires finalization. During the meeting, Kim presented the 2024 Annual Report draft to the City Council, and the board members collaboratively contributed their edits.

- **Monthly Report:** Kim conducted a thorough review of the monthly report, focusing on aligning its content with the library's strategic goals. She shared comprehensive updates on the volunteer program, highlighting progress and future. Additionally, Kim provided an in-depth overview of the new software,

which is poised to streamline recruitment efforts for the upcoming summer reading program.

- **Signage** has been installed throughout the library, including Spanish-language signs.
- **Collections Discovery Project:** Part of an ongoing project has caused open spaces on some of the shelves. The library has noticed a decline trend with CDs and books-on-tape, they are not circulating as effectively as a result the library is reducing that selection. The space will be repurposed for a “NEW BOOK” section, inspired by bookstore displays.
- **Incident Tracking:** A software has been implemented as a searchable data platform that will integrate with the city’s safety programs. This system will streamline incident tracking while centralizing all related data.
- **Teen Library Council:** Engaged teens with creative programs, such as candle-making workshops, during spring break. DAM is set to revise operating hours and program schedules to better align with the district’s school calendar, ensuring extended opportunities for students during their summer vacation.
- **10-Year Celebration at Murray Scholls:** The branch will celebrate the expansion with special story time and all sorts of activities for the community.

### **Funding and Governance:**

Looking ahead, discussions will focus on funding and governance. By the end of May, we aim to establish a clearer understanding of the funding formula for Washington County and how those funds will be allocated. During the April 7 meeting, we reviewed service boundaries and funding formulas, exploring geographic units based on voter precincts. Understanding how our service areas are divided remains critical, as it directly impacts funding distribution.

Meetings with consultants will continue, supported by Elizabeth Coffey the assistant city manager, to refine these plans. Kim shared valuable insights on partnering with The Friends of BCL to bolster grant applications and highlighted how government funding will affect libraries across the board.

### **New Business**

National Library Week is in April. Board Members brought in two gift baskets for both locations filled with treats and a thank you letter.

**COMMENT CARDS:** Kim highlighted some of the positive comments left by our patrons including Chucks recognition around his passion for teaching the community.

**Next Library Advisory Board Meeting:**

The next Board meeting is scheduled for Wednesday, May 14, 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.

FOR THE GOOD OF THE ORDER:

ADJOURN at 7:23pm