



**Library Advisory Board Agenda**  
**Beaverton City Library**  
**MEETING MINUTES**  
**May 14, 2025**

Present: Cathy Wasnick, Chair; Kathleen Perry, Vice Chair; Andreana Kusaba; Andrew Love; Kim Carroll, Library Director

Chair, Cathy Wasnick, called the meeting to order at 6:01 pm

Introductions: Ice Breaker

Public Comment: None

Approval of Minutes from April 9, 2025, meeting:

Chair Cathy Wasnick called for the approval of April 9, 2025, minutes.

Andreana Kusaba second the motion. Motion PASSED.

**Partners Report:**

**Friends of the Library**- The recent book sale was a remarkable success, marking it the most successful weekend to date. The organization actively engaged with the community by offering books at the farmers market and collaborating with Books to Prisoners. Additionally, they continue their involvement in Portland Book Week and will be hosting a table at the Volunteer Fair on June 7th. In a recent decision, the group voted to establish an annual \$500 donation to the library to support snack provisions. Kim provided an overview of a new IRS regulation that restricts city staff from purchasing food for staff meetings. Furthermore, the team voted to transfer \$15,000 from their PayPal account to their OnPoint account to generate interest. The organization also discussed recruitment efforts for the development of a Community Outreach Committee and successfully identified an individual to lead the initiative.

**Teen Library Council**- TLC successfully selected the winners for the April poetry contest and distributed a series of gift cards, generously donated by Friends of the Library.

## New Business

The Interlibrary Loan (ILL) policy has been revised to improve clarity and efficiency by removing unnecessary wording. Kim provided a brief overview of how the ILL program facilitates resource sharing among libraries across the country. Under the previous policy, patrons were permitted to request more than five books through ILL; however, the updated policy now limits 5 book at a time in total ILL requests in any status.

Cathy Wasnick moved to approve the revised ILL policy, and Kathleen Perry seconded the motion. The motion passed successfully.

## Director's Report: Kim Carroll

- **Monthly Report:** As you may have noticed, we are currently reviewing the previous month's report. This adjustment is a result of a newly implemented cadence within our internal process. To enhance efficiency, we have moved up submission deadlines to ensure reports are released in a timelier manner.
- **Beaverton Library 25<sup>th</sup> year celebration:** This year marks an exciting milestone as we celebrate 25 years of this library's service to the community. We have a dedicated committee actively planning and coordinating events for our 25th-anniversary celebration. Additionally, we recently commemorated the 10-year anniversary of our Murray Scholls Library with a fantastic celebration, which saw an outstanding turnout.
- **Signage** has been installed throughout the library, including Spanish-language signs.
- **Collections Discovery Project:** We are in the process of relocating the DVD section to create additional space at the library's entrance. This transition will allow us to repurpose the area into a dedicated display space, modeled after local bookstores, to enhance visibility and accessibility of materials. Research indicates that displaying books significantly increases physical circulation, encouraging greater engagement with our collection.
- **Incident Tracking:** The Incident Tracker software has been successfully implemented, allowing us to transition away from storing all items on the I:Drive. This new platform centralizes documents and enables all relevant parties to efficiently search the database, streamlining access to incident records. Additionally, we have introduced the "Person in Charge" (PIC) program, designating one individual to carry a dedicated phone for handling incident-related calls at the library. This ensures that staff always have a reliable point of contact to respond to incidents in a timely manner. Recognizing the absence of this program, we aligned our approach with similar initiatives at other libraries. The PIC role is not intended to solve every issue single-handedly but rather to effectively utilize available resources to support and manage incidents as they arise. The exclusion language has been updated to reflect a 25-year exclusion period instead of the previously stated year 2099. This revision serves as a clear indication

that individuals affected by the policy are not permitted to return, aligning with recent legal precedent established by a court ruling.

- **2025-2026 Budget:** The budget for the 2025-2026 fiscal year has been released, and the library will be implementing reductions in both collections and vacant positions. Specifically, 3.3 vacant positions will be eliminated, including 1.0 FTE in outreach. The library continues to face a systemic deficit, with ongoing financial challenges in Washington County's general fund. In response, we are reevaluating our outreach resources to determine priorities for future programming. As part of this shift, the cadence of certain outreach efforts will be adjusted. For example, our Library on Wheels, which currently serves multiple childcare programs, will see a reduction in visits as we reallocate resources to align with evolving needs.
- **OLA:** Staff attended the OLA Conference, which was a resounding success. Engaging with peers from outside our organization provided valuable insights, particularly regarding the presentation delivered by our team, which centered on our service philosophy. The feedback received was highly positive, reinforcing the importance of integrating this philosophy into every program we develop. As we navigate resource limitations, we remain committed to fostering creativity and innovation to ensure our service philosophy continues to shape and enhance our offerings.
- **Guest Speaker:** We had the pleasure of welcoming a guest speaker from Safer Libraries, a distinguished librarian based in California. As part of our ongoing commitment to professional development, one of our key objectives this year has been to expand training opportunities for staff. The presentation provided valuable insights into pertinent library topics, seamlessly integrating real-world scenarios to enhance learning and engagement. Staff found the session both informative and practical, contributing to our collective growth and expertise.
- **Volunteer Engagement Committee:** On May 14, 2025, the Library Volunteer Engagement Committee convened to discuss the implementation and impact of the new software program, Better Impact, introduced earlier this year. This meeting provided an opportunity to engage with volunteer liaisons, helping them gain a deeper understanding of our purpose and inspiring them to take ownership of the volunteer program. Recently, we hosted a Volunteer Appreciation event in the DAM room, titled "Cozy and Coffee." The event was a great success, receiving overwhelmingly positive feedback from our volunteers. As we continue to evolve this program, we are transitioning towards a model in which staff take greater ownership, fostering a welcoming environment for our volunteers. This shift is designed to move away from a traditional top-down structure, promoting a more collaborative and inclusive culture within the library.

**Funding and Governance:**

Kim participated in two funding and governance work sessions in April, where discussions centered on service boundaries and funding formulas. While no final decisions have been made, the revised funding model will be based on service population. Next session, originally scheduled for May, has been postponed allowing the Board of the County Commissioners to address questions regarding the potential implementation of the proposed funding formula and levy implementation.

**COMMENT CARDS:** The group took turns reading aloud the heartfelt comments shared by library patrons, many of which expressed consistent praise for Chuck's dedication and passion for educating our community. The positive feedback highlighted his meaningful impact, creating a moment of appreciation and celebration for his invaluable contributions.

**Next Library Advisory Board Meeting:**

The next Board meeting is scheduled for Wednesday, June 11, 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 6:55 pm