



**Library Advisory Board Agenda**  
**Beaverton City Library**  
**MEETING MINUTES**  
**June 11, 2025**

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

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

Public Comment: None

Approval of Minutes from May 14 2025, meeting:  
Chair Cathy Wasnick called for the approval of May 14, 2025, minutes.  
Adreana Kusaba asked for an amendment, correction of her name. Andrew Love requested an amendment to the ILL section, include "5 book at a time". Cathy called for the approval with amendments. Adreana approved. Kathleen second the motion. Motion PASSED.

**Partners Report:**  
**Friends of the Library-** NA

**Teen Library Council-** Unable to attend the meeting.

**New Business**

Levy Meeting: Kathleen, Sarah and Andrew attended the session online, which included key talking points on effectively communicating with the public about the levy. A voter survey was also conducted, offering valuable insight into public awareness and sentiment. Cathy expressed optimism about the polling results, noting that the highest levels of support came from individuals who were well-informed on the issue. The session included a projected timeline detailing City Council involvement and upcoming administrative actions. WCCLS will be posting additional information about the levy on the library's website to keep the community informed

**Director's Report: Kim Carroll**

- **Monthly Report:**
- **Summer Reading Program** has officially started, and readers can pick up their free book as early as July 5<sup>th</sup> at both locations. A Summer Reading punch card initiative has been introduced to encourage staff engagement in promoting the Summer Reading Program. Staff members earn a punch for each instance of sharing program details, with a reward of a full-size candy bar or snack upon completing 20 punches.
- **Signage:** The library has installed bilingual emergency signage throughout its facilities. We are nearing completion of the comprehensive signage updates across both locations.
- **Collections Discovery Project:** As part of the Discovery Collections project, we are continuing to transform the front book display area on the first floor to evoke a bookstore-like atmosphere and promote increased circulation of materials. Research indicates that displaying books significantly increases physical circulation, encouraging greater engagement with our collection.
- **Incident Tracking:** We have successfully launched our Person in Charge (PIC) program. With librarians now trained to assume the PIC role, we have expanded our capacity to provide consistent staff support throughout the day.
- **First Responder Training:** Staff participated in a comprehensive training session conducted by Tualatin Valley Fire & Rescue (TVF&R), covering hands-only CPR, Automated External Defibrillator (AED) usage, and the administration of Narcan. The session also included guidance on protocols and preparedness when contacting law enforcement.
- **Volunteer Engagement Task Force** has successfully completed its work. While the consultant supporting this initiative has concluded her involvement with the project, she will continue to provide expertise on other projects at the library. Staff-led events for our volunteer team will continue, with a renewed focus on creating smaller, more intimate gatherings. These events will maintain the same purpose; expressing our heartfelt appreciation for the invaluable contributions our volunteers make in supporting the library.
- **New Printer:** A new printer has been allocated to enhance efficiency and reduce toner-related expenses. This device is equipped to handle high-volume printing while maintaining cost-effectiveness. Additionally, two public computers have been added to our workstation to better serve the evolving needs of the community.
- **Employee Appreciation Day:** The City of Beaverton hosted an Employee Appreciation event to celebrate and recognize city staff. Attendees enjoyed a complimentary lunch and a variety of engaging activities throughout the day, including a spirited round of Family Feud featuring teams from multiple departments. Our library team proudly participated and took home second place.

- **Death Café:** Beth was featured in the 'Age Well Washington County' television segment, where she highlighted the 'Death Café' program hosted at the Beaverton Library and discussed how it fosters meaningful connections within the community.
- **Process Improvement Training:** Staff participated in a four-day process improvement training to support our ongoing efficiency initiatives. The training focused on evaluating and streamlining workflows by identifying unnecessary steps. One staff member has already applied the skills gained to a recent transition. We aim to involve as many team members as possible to continue enhancing our processes across the library.

### **Funding and Governance:**

A funding formula has not been finalized; however, they are considering a potential formula centered on service population metrics. The analysis is currently focused on several factors including municipal boundaries, and a decision has been made to incorporate voter precincts into the framework.

**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, July 9, 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 7:11 pm