



**Beaverton City Library Advisory Board
Meeting Minutes
March 14, 2012**

Present:

Ellen Brash Russell, Chair
Carl Teitelbaum
Thomas Cutts
Jason Lang
Joshua Pond
Gautam Kottapalli (Alternate)
Marc San Soucie, City Council Liaison
Ed House, Library Director

Absent:

Bob Becker
Howard Reeher

Guests:

Percy Wise - Master of Library Science student, University of Wisconsin

Chair Ellen Brash Russell called the meeting to order at 6:32 p.m.

Changes & Approval of Minutes of February 8, 2012, meeting:

Correction - Tom Cutts was present for the February 8, 2012, meeting.

Chair Ellen Brash Russell called for the approval of the February 8, 2012, minutes as amended.
Carl Teitelbaum MOVED and Tom Cutts SECONDED the MOTION. It was approved by the board members.

Public Forum:

Percy Wise introduced himself explaining that he needed to attend a Board meeting as a class requirement.

Council Liaison's Report:

Councilor Marc San Soucie reported the following updates:

- A community information meeting regarding the City's proposed purchase of property at the Round is scheduled for Thursday, March 15, 2012, from 6:30 to 7:30 p.m. at Beaverton City Hall, Council Chambers.
- Tualatin Hills Parks and Recreation District will be meeting with the Beaverton City Council on Tuesday, March 20, 2012, at 5:30 p.m. to discuss the Fanno Creek Trail crossing at Hall Boulevard.
- Beaverton City Council will be holding a joint meeting with the Tigard City Council on Tuesday, April 10, 2012, at the Beaverton City Library. The topics of discussion are the Highway 99 corridor, mandated reduction of greenhouse gases, and urban growth boundary issues.
- The City sponsored Living Greener Summit will be held on Saturday, April, 14, 2012, at the Beaverton City Library.
- A Voters Forum will be held at Beaverton City Hall, Council Chambers on Thursday, April 19, 2012. Candidates for City Council, Mayor and Washington County Commissioner will present

- their views.
- May 15, 2012, is Election Day.

Librarian's Report :

Ed distributed Library Advisory Board Handbooks to the new members. He also provided copies of a number of policies to be included in all the member's handbooks: Rules for Use of the Beaverton City Library, Safe Child Policy, Children's Area and Young Adult Room Use Policy, Acceptable Use Guidelines for the Internet, Wireless Network Policy, Cell Phone Use Policy, Policy for the Distribution of Free Materials and the Bulletin Board Policy. Marc suggested Ed provide the new City Grounds Policy. It will be available at the next meeting.

Ed reminded the Board that they are the final arbiters if someone challenges the appropriateness of an item in the library's collection.

The Parker Quartet, a Grammy Award winning string quartet, performed works of Dvorak, Mozart, Janacek and other composers. The concert was held in the library auditorium on Wednesday, March 14, 2012, and underwritten by the Oregon Cultural Trust and the Regional Arts Commission.

The annual library volunteer dinner is scheduled for Thursday, April 12, 2012. Invitations will be sent out next week.

The solar panels have been installed on the south facing roof. The connection to PGE's electrical grid and the public kiosk showing how much energy is being generated has yet to be completed.

Ed presented photos of the roof showing construction details and the need for repair. The roof work will not begin until the weather settles in late spring.

New carpet squares should be installed late March. They will replace the worn carpet in the entrance and the area at top of the stairs near the reference desk.

Ed reported that there was a bad odor in the library early afternoon last Thursday, March 8, 2012. He and the managers searched the library and could not find any cause or source. In the past odors have been drawn in through the Library's air intake vents and were of no consequence to the library (i.e., a diesel truck idling in the employee parking lot). Later that evening around 7:00 p.m., the odor returned and a faint haze of smoke was noticed by staff. 911 was called and both fire and police responded. In the meantime, staff evacuated the building in a safe and orderly manner. The fire department, City facilities staff and risk manager could not find a cause. The library closed for the evening and reopened as normal on Friday morning. At 1:00 p.m. Friday afternoon, the odor returned. City facilities staff finally located the source: a burned bearing in air handler #1 which serves the central (public) area of the library. Repairs have been made.

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library for the month of February.
- Total circulation for February 2012 for both Beaverton City Libraries was 279,414 items, an increase of 6.42% compared to the Washington County Cooperative Library Service (WCCLS) average of 4.09%. The Beaverton City Library - Main circulation was up 4.16% and Beaverton City Library @ Murray Scholls circulation was up 16.56%.
- Fiscal year to date Beaverton City Library Main was up 3.92% and the Beaverton City Library @ Murray Scholls was up 14.39%.
 - Marc asked if one month differs significantly from another. For example, is comparing

January to February like comparing apples to oranges? Ed responded that, yes, the months do vary significantly and that is why we compare a month to the same month last year.

- Library2Go: There were 11,604 e-Book downloads in February 2012 compared to 7,742 in 2011, an increase of 50%. WCCLS plans to expend more money on additional e-book titles to help keep up with demand.
- Joshua asked how many titles are currently available through WCCLS as an e-book. Ed did not know and will ask WCCLS.
- Jason asked if WCCLS plans to offer downloadable music or films. Ed replied that WCCLS has looked into downloadable music and found it to be too expensive.
- Jason asked if there are any “apps” for users using smart phones or I-pads to access the WCCLS catalog. Ed did not know and will ask WCCLS.
- Carl noted that program attendance has grown significantly.
- Ed explained that even though the formula (a unique formula was previously used to determine a WCCLS’s member Library’s percentage of additional proceeds) is no longer in effect, the number of Beaverton City Library items that are circulated compared to the total WCCLS circulation is currently 27.37%. Beaverton City Libraries’ market share continues to grow each month.

Trust Fund:

Ed reported that all expenditures to date were for library materials except for \$112 that the Board approved for the purchase a Kindle Fire.

WCCLS Report: by Ed House, Library Director

Radio Frequency Identification (RFID) Update: RFID tagging of library materials is nearly complete at the Beaverton City Library - Main. All the items on the shelves are tagged; however, staff has to tag those items that were checked out and are now being returned, plus those items that are coming from other libraries to be placed on our holds shelf.

The print collection has been completed and media is just beginning to be tagged at Beaverton City Library @ Murray Scholls. The Branch’s tagging is estimated to be completed the week of March 19, 2012.

The new and upgraded self-checkout machines and the security gates will be installed the week of April 9, 2012, at both facilities. The “go live” date for the public using RFID for checkout and security will also be that week. The self-checkout machines will have swipe card readers enabling patrons to use credit/debit cards to pay their fines without standing in line waiting for staff help.

Ellen asked if staff will still have to open all media cases that contain multiple disks once RFID is implemented. Ed replied, yes staff will continue to manually inspect cases with multiple disks to see that all the disks have been returned. The new single disk CDs and DVDS will have a parent/child tag so staff will not have to open them; they will be checked in using RFID without having to open the cases.

Committee Reports:

Foundation: The Beaverton Library Foundation had members from the Forest Grove Library Foundation attending its last Board meeting. The Forest Grove Library Foundation told how it raised \$1,000,000 in six years to help pay for the expansion of the Forest Grove Library. The Beaverton Library Foundation plans to have a fundraising event titled "Literary Vines" in October 2012. They hope to have approximately 10 wineries providing wine tasting of their vintages, a wine pull event and a guest speaker.

Money raised by the Foundation will continue to support the Summer Reading Program and two young adult writing contests. In addition, the Foundation would like to begin raising enough money to expand the Beaverton City Library @ Murray Scholls. This objective would need prior approval from the Mayor and City Council. The Branch has been far more successful than anticipated and continues to grow in use and circulation. With the expansion of the Urban Growth Boundary in the South Cooper Mountain area, the Branch will continue to see more use.

New Friends of Beaverton City Library: The Library Management Team is working on a new wish list using \$10,000 as a target amount of expenditure. Some items the Library would like to acquire are: an electronic flat-screen poster/reader board so we can get rid of all the posters and easels in the lobby; two new early learning computer stations in the children's area; a button maker; and funds to improve signage throughout the buildings.

Old Business:

There was none.

New Business:

Ed shared a newspaper article from the Oregonian covering a potential lawsuit that a Florida-based nonprofit, Liberty Counsel, is filing against the Seaside, Oregon, Public Library. The Liberty Counsel claims the library is violating that nonprofit's First and Fourteenth Amendments guaranteeing free speech and equal protection by denying the group's use of the library's meeting rooms. The Liberty Counsel "would like to sponsor a free evangelical outreach in Seaside to help mold children into responsible and respectful citizens." The library denied the application, saying "library policy prohibited religious services or proselytizing." Ed said that Beaverton City Library has a similar policy as that of Seaside Public Library. He will keep the Advisory Board posted as events progress.

Ellen reported on the death of a former Library Advisory Board member, Wayne Whitbeck. Services for Wayne will be held on April 15, 2012, at the Reedville Presbyterian Church, 9:30 a.m.

Ellen reported that the Library Advisory Board received a letter from a candidate for Beaverton City Council asking to speak to the Board. The Board felt that it would be inappropriate to have a candidate speak since the Board is non-partisan.

Carl noticed that there was more room for the DVD collection and asked how the library managed that. Ed responded that the staff eliminated the VHS collection and shifted other collections making more room for the DVDs.

Carl asked if there were any updates on the Aloha Library. No one is aware of anything new.

Call for Agenda Items for next Advisory Board meeting:

There were no items.

Date for next Advisory Board Meeting:

There being no further business the meeting was adjourned at 7:39 p.m. The next Board meeting is scheduled for Wednesday, April 11, 2012, at 6:30 p.m. in the Library Administrative Conference Room.

Respectfully submitted by:
Ed House, Library Director

APPROVED BY: Ellen Brash Russell, Board Chair
Date Approved:

Board members:

A couple of questions came up at the Board meeting last week for which I needed to ask WCCLS for answers. Below are the Q & As:

Q. 1 How many e-book titles and copies does WCCLS provide?

Statewide OverDrive Collection as of March 5, 2012

Copies 40,417; Titles 25,539 (some titles have more than one copy)

In addition, WCCLS has purchased to date:

582 copies (of 346 different titles)

WCCLS does not have any unique titles; they are additional copies of the statewide titles purchased because the holds ratio is very high.

For comparison, the 41,000'ish e-copies total is a bit less than the total physical copies of the Beaverton City Library @ Murray Scholls' collection (about 45,000 items).

Q. 2 Are there any apps currently provided by WCCLS (or expected to be provided) so that users can access Polaris using mobile devices?

After the upgrade to Polaris 4.0, we expect to have a mobile public access catalog ready for use in June 2012. Patrons will be able to access the following, all in a format optimized for their mobile devices:

- Catalog search
- Patron account
- Library hours and locations
- Browse new and popular titles
- Links to Library2Go, WCCLS on social media, and WCCLS' News & Events blog

This will be a mobile website, not an app and will be accessible using the web browser on a mobile device. It will operate on multiple mobile platforms and WCCLS will not incur the cost of having to develop a separate app for different mobile operating systems (iOS, Android, etc.)