



**Beaverton City Library Advisory Board
Meeting Minutes
April 11, 2012**

Present:

Ellen Brash Russell, Chair
Bob Becker
Carl Teitelbaum
Howard Reeher
Thomas Cutts
Jason Lang
Gautam Kottapalli (Alternate)
Marc San Soucie, City Council Liaison
Ed House, Library Director
Julie Emanuel, Support Specialist II

Absent:

Joshua Pond

Guests:

Dotti Wilson - Beaverton Library Foundation

Chair Ellen Brash Russell called the meeting to order at 6:30 p.m.

Approval of Minutes of March 14, 2012, meeting:

Chair Ellen Brash Russell called for the approval of the March 14, 2012 minutes. Tom Cutts MOVED and Jason Lang SECONDED the MOTION. It was approved by the Board members.

Public Forum:

Ed introduced Dotti Wilson who is very active with the Beaverton Library Foundation assisting in researching grants. Dotti said, "The Foundation is really committed in fund raising to support the programs at the Beaverton City Library".

Ed reported there will be a Foundation Board presentation at the next Library Advisory Board meeting on May 9, 2012.

Council Liaison's Report:

Councilor Marc San Soucie reported the following updates:

- The City has acquired ownership of the South Office/Coldwell Banker building at the Round with a unanimous vote at the March 20, 2012 City Council meeting.
- Marc reported study documents were compiled over the past several years surrounding the purchase and use of the Coldwell Banker Building. The Beaverton Committee for Citizen Involvement is planning an open house and tour of the South Office building on May 2 and May 3, 2012 at 6 p.m.

- Some questions from the Board regarding the acquisition of the South Office/Coldwell Banker building:
 - What is the occupancy of the building that the city purchased?
Marc reported occupancy is 30% with 70% vacant. He said it had not been managed aggressively by its previous owner which is one of the reasons it was purchased at such a good price.
 - Bob asked if research or studies had been done on the South Office building.
Marc replied, "Yes, starting about two years ago when the city first began to seriously look at the acquisition of the building, the city commissioned a couple of studies to investigate what the building could be used for in relation to city government functions, police functions, court and other city activities and whether it met statutory requirements.
 - Will the study documents be available on the City of Beaverton's website?
Marc reported that he did not think it was on the city's website at this time. He will ask staff if the study documents would be made available for viewing at the open house.
- Marc handed out flyers for the Voters' Forum Spring 2012 that will be held on Thursday, April 19, 2012 featuring candidates and issues on the May 15, 2012 ballot. Beaverton's summer events also were listed on the flyer.
- There will be a presentation by staff at the Beaverton City Council meeting of May 1, 2012 on the preliminary findings of the Broadway Festival Street Improvement proposal.
- The League of Oregon Cities is asking the 2013 State Legislature to place a measure on the ballot that will override Measure 5 and not subject property taxes to compression for a 10-year duration.

Librarian's Report:

- Ed distributed copies of the City Grounds Policy to each Board member.
- The annual library volunteer dinner is Thursday, April 12, 2012 at 6 p.m. at Beaverton City Library Main.
- Ed reported that an incident occurred on April 2, 2012 about 6 p.m. Police officers were called to the Beaverton City Library Main and a man was arrested for disorderly conduct and has been excluded from Beaverton City Libraries pending resolution of the case by the District Court.
- Ed is working on an exclusion matrix to assist staff with reasonable and consistent guidelines for violations of library rules. Once the matrix is completed, Ed will have the Board review it so it meets the expectations of the public.

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library for the month of March.
 - Total circulation for March 2012 for both Beaverton City Libraries was 312,465 items, an increase of 1.89% compared to the Washington County Cooperative Library Service (WCCLS) average of 0.06%. The Beaverton City Library Main circulation was up 0.52% and Beaverton City Library @ Murray Scholls circulation was up 8.13%.
 - Fiscal year to date Beaverton City Library Main was up 3.50% and the Beaverton City Library @ Murray Scholls was up 13.60%.
 - Library2Go: There were 12,694 e-Book downloads county-wide in March 2012 compared to 8,607 in 2011, an increase of 47.48%.

Trust Fund:

Ed reported there were no expenditures for the month of March 2012.

WCCLS Report: by Ed House, Library Director

Radio Frequency Identification (RFID) Update: The security gates and new and upgraded self-checkout machines and pads are being installed at both facilities.

Tagging of library materials on the shelves is now complete at the Beaverton City Library Main and Murray Scholls; however, staff has to tag those items that were checked out during the time the general tagging was being done and are now being returned.

The “go live” date for the public using RFID for checkout is scheduled for April 12th at the Beaverton City Library. The self-checkout machines will have swipe card readers enabling patrons to use credit/debit cards to pay their fines.

Committee Reports:

Foundation: The Foundation is making great effort through its Capital Improvement Committee to raise money to expand the Beaverton City Library @ Murray Scholls hoping to lease the vacant space available there. With the expansion of the Urban Growth Boundary in the South Cooper Mountain area, the Branch will continue to see significant growth in use.

Ed and Dotti Wilson plan to attend the Tualatin Library Foundation second annual wine tasting and social event fund raiser, “Vines 2 Wines.” The event is scheduled for Saturday, April 21, 2012 at the Tualatin Public Library, 7:00 - 9:30 p.m. and will feature ten local award-winning wineries, music and food.

New Friends of Beaverton City Library: The new wish list for \$10,000 of expenditure has been approved. Items on the list include a new early literacy workstation for children, a large screen monitor to market library programs and services at BCL Main, and a coin operated print release station for BCL @ Murray Scholls.

Old Business:

There was none.

New Business:

Ed will ask the City Attorney’s office and report back to the Board if a public forum agenda item is required or appropriate for Library Advisory Board meetings.

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 7:41 p.m. The next Board meeting is scheduled for Wednesday, May 9, 2012 at 6:30 p.m. in the Library Administrative Conference Room.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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