



**Beaverton City Library Advisory Board
Meeting Minutes
May 9, 2012**

Present:

Ellen Brash Russell, Chair
Bob Becker
Carl Teitelbaum
Howard Reeher
Thomas Cutts
Joshua Pond
Jason Lang
Gautam Kottapalli (Alternate)
Ed House, Library Director
Julie Emanuel, Support Specialist II

Absent:

Marc San Soucie, City Council Liaison

Guests:

Larry Fox - Beaverton Library Foundation
Dotti Wilson - Beaverton Library Foundation
Nancy Nkiwane - Public Visitor
Gail Snyder - Public Visitor

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

Approval of Minutes of April 11, 2012 meeting:

Chair Ellen Brash Russell called for the approval of the April 11, 2012 minutes.
Carl Teitelbaum MOVED and Tom Cutts SECONDED the MOTION. It was approved by the Board members.

Public Forum:

Ed reported the public forum is appropriate to be on the agenda for Beaverton City Library Advisory Board meetings because of Oregon's Public Meetings Law. This would allow for a consistent time and procedure for comments and presentations by guests and public visitors.

Ed introduced Larry Fox and Dotti Wilson, representatives of Beaverton Library Foundation, presenting their fund raising aspirations for the Beaverton City Library with special emphasis on literacy and future expansion of the Beaverton City Library @ Murray Scholls . The Advisory Board's support would be very useful as the Foundation applies for grants or other funding sources.

Larry presented the statement "A Force for Literacy" as an ambitious and long-term vision that will require support from private funding sources and creative ways of collaborating with the community.

After considerable discussion by the Advisory Board, it was suggested the statement be revised and presented at a later date.

Council Liaison's Report:

Ed House, Library Director, reported the following on behalf of Councilor San Soucie:

- The City of Beaverton's proposed Budget for Fiscal Year 2012-2013 will be published soon. The Board and citizens of Beaverton are encouraged to read the Mayor's Budget Message.
- It is recommended that Board members review the contents of the budget's revenue and expenditures and contact Marc, Ed or the Budget Committee with any comments.

Librarian's Report: by Ed House, Library Director

General Comments:

- The Budget Committee's review of the Fiscal Year 2012-2013 Library budget is scheduled for Tuesday, May 29, 2012 at City Hall; 6:00 p.m. Automated Materials Handling (AMH) funding has been included in the Library's request.
- Ed requested the Board to review the draft of the Exclusion Matrix guidelines since the Board members are representatives of the community.
- The Youth Services "Every Child Ready to Read" workshops created by the American Library Association are scheduled from April 26th - May 24th for 11 sessions and are completely filled.
- National Library Week: April 8 - 14 , 2012
 - The Beaverton City Library @ Murray Scholls celebrated with a big "Love Your Library" party on Saturday, April 14 from 10:00 a.m. to Noon. The Branch had an attendance of 420+ kids and family members.
 - The Beaverton City Library - Main hosted a D.E.A.R. (Drop Everything and Read) day on Sunday, April 15 from 1:00 p.m. - 5:00 p.m.
- New Friends of the Beaverton City Library is sponsoring a Book & Media Sale at the Beaverton City Library - Main on Saturday, May 12th from 10:00 am to 1:00 p.m. To celebrate opening day of the Beaverton Farmers Market, gardening and food-related books will be featured at the event.
- New Friends of Beaverton City Library is celebrating the 10th anniversary of the opening of the Book Corner on May 19th at 11 a.m.

Authorization for Trust Fund Expenditures:

Beaverton Library Foundation provided funds in the amount of \$7,300 to purchase prize books and \$997.50 for pocket folders for 2012 Summer Reading Program for the Youth Services Division.

Ed requested authorization to expend \$997.50 for the purchase of Dream Big READ pocket folders and \$7,300 to purchase Summer Reading prize books from the Trust Fund for Youth Services Division.

- Tom Cutts MOVED for the authorization to expend \$997.50 for purchase of Dream Big READ Pocket Folders and \$7,300 for Summer Reading prize books from the Library Trust Fund. Howard Reeher SECONDED and the MOTION was approved by the board.

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library for April, 2012.
- Total circulation for April 2012 for both Beaverton City Libraries was 287,072 items, a decrease of -0.39% compared to the Washington County Cooperative Library Service (WCCLS) average of -0.89%. The Beaverton City Library Main circulation was down -2.34% and Beaverton City Library @ Murray Scholls circulation was up 8.36%.
- The dip in the use of self-checkout at Beaverton City Library - Main for April is due to the downtime experienced for the software to be upgraded for the conversion to RFID.
- Children circulation for April was up 4.36% (119,424 items compared to 114,433 last year) and program attendance was up 24.55%. Youth Services has done an excellent job figuring out which programs are more successful and well attended.
- Beaverton City Library's market share at the end April was 27.34% of all the items WCCLS libraries circulated. In April 2011, we were at 26.85%, so Beaverton City Library's market share continues to grow.

WCCLS Report: by Ed House, Library Director

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

Patrons' self-check experiences have improved by the new and upgraded self-checkout machines. There are shorter lines and fewer alarms at the gates.

The self-checkout machines' swipe card readers will enable patrons to pay fines. Staff wants to ensure the electronic transfer of funds is working smoothly before this feature is made available to the public.

The command center module showing items that were not checked out properly should be working by the end of the month.

Committee Reports:

New Friends of Beaverton City Library: Among the wish-list of items the New Friends of the Beaverton City Library will buy an event monitor. Instead of having a forest of easels and posters in the lobby, a large monitor will be mounted and show a listing of events throughout the day. It will be easy to update and will include Library programs, City events and special advertisements such as the New Friends' Book Corner.

Bob asked if the monitor expenditures of \$3,000 would limit features or flexibility and should there be more. Ed responded he thought that it was enough for the library's needs.

Old Business:

- There was none.

New Business:

- There was none.

Call for Agenda Items for next Advisory Board meeting:

- Revisit Exclusion Matrix - Ed will e-mail changes to the Board
- Follow up and review - Library Foundation statement

Date for next Advisory Board Meeting:

There being no further business the meeting was adjourned at 8:11 p.m. The next Board meeting is scheduled for Wednesday, June 13, 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: