



**Beaverton City Library Advisory Board
Meeting Minutes
June 13, 2012**

Present:

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

Absent:

Marc San Soucie, City Council Liaison
Joshua Pond

Guests:

Jaann Hoisington, Visioning Advisory Committee Chair
Nancy Nkiwane - Public Visitor
Gail Snyder - Public Visitor

Chair Ellen Brash Russell called the meeting to order at 6:35 p.m.

Approval of Minutes of May 9, 2012 meeting:

Chair Ellen Brash Russell called for the approval of the May 9, 2012 minutes. Bob Becker MOVED and Carl Teitelbaum SECONDED the MOTION. It was approved by the Board members.

Public Forum:

Jaann Hoisington, Visioning Advisory Committee (VAC) Chair; presented the Beaverton Community Vision (BCV) Action Plan Update 2012 that contained highlights and status information for the 118 action items.

Jaann gave a brief background of BCV and said that all the ideas that were presented in the action plan came from information received from the public and various entities. VAC helped design the process for developing the action plan and continues to track activities and keep the City Council and public apprised of progress. VAC wanted the Board's feedback for action items #70 - #73 for which Beaverton City Library is the Lead Partner and #6 and #21 for which Beaverton City Library is a Support Partner.

BCV holds an annual open house event for the community-at-large to make sure Beaverton's citizens know how VAC is following through on the vision. VAC invited the Board to attend the BCV open house scheduled on Saturday, August 11, 10 - 2 p.m. at Beaverton City Park and Beaverton City Library lawn. VAC would like the Library to staff a booth at the event.

Council Liaison's Report: Ed provided the following on behalf of Councilor San Soucie about City Hall and City Council activities:

- The Budget Committee approved the Annual Budget Document for Fiscal Year 2012-2013, including the library's proposed budget and will present it to City Council on Tuesday, June 19, for adoption. There also will be presentations on proposed changes to the Sister Cities Program and the Broadway Streetscape Improvement Project at the meeting.
- On Tuesday, July 10, City Council will hold another public hearing and possibly initiate formal action to adopt changes to the Special Events section (which Beaverton Library Advisory Board had a hand in formulating) of the City Code.
- There will be a general open house of the South Office building at the Round:
 - Tuesday, June 26, 5 - 8:30 p.m. Beaverton Last Tuesday event is same evening.
 - Thursday, July 12, 6 - 7:30 p.m. Formal Open House with staff presentation.
- Arts, Culture and Events
 - **Picnics in the Park:** July 9, Carolwood Park; July 13, Camille Park; July 15, Autumn Ridge Park and July 20, Center Street Park. All picnics start at 6 p.m.
 - **Ten Tiny Dances:** Saturday, July 14, 10 - 1 p.m. City Park across from Beaverton City Library.
 - **Beaverton Last Tuesday:** June 26, July 31, and August 28 at the Round 5 - 8 p.m.
 - **First Friday:** The next evening in central downtown Beaverton is July 6, with extended business hours and participating businesses hosting a variety of activities.
 - **2nd Annual Beaverton International Celebration:** Saturday, July 28, 11 - 5 p.m. at the Howard M. Terpening (HMT) Recreation Complex.

Bob Becker extended a special thank you to Marc San Soucie for his continued involvement to the Beaverton Library Advisory Board meetings even in his absence.

Librarian's Report: by Ed House, Library Director

General Comments:

- The Beaverton City Libraries are in their peak season with summer reading programs that have been very successful in the past. Ed reported this is a great way for students to develop their reading skills and avoid summer reading comprehension loss.
- The Beaverton City Library will offer three reading programs: Dream Big READ for infants to fifth grade, Own the Night for youth in grades 6 through 12, and Between the Covers for adults ages 18 and older during summer months.
- Summer reading program T-shirt sale began Friday, June 1st for the public and staff. This is a fund-raiser for the New Friends of the Beaverton City Library in support of the "Dream Big READ" summer reading program.
- The adult summer reading program, Between the Covers, runs from June 1 through August 10. Information about signing up will be brought to the Picnic in the Park events.
- 2011 was a record year at Beaverton City Library for participation of the summer reading program and another record year is projected for this summer.
- There are six college level interns who are considering library work as a profession at Beaverton City Library this summer. They will assist with program registration, among many other duties.
- The Beaverton City Library is taking over selecting and processing Audio books for the Washington County Cooperative Library Service (WCCLS) Sizzler list. This will start in the new fiscal year.
- Beaverton City Library @ Murray Scholls celebrates its 2nd Anniversary on Saturday, June 23rd!

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library for the month of May.
- Total circulation for May 2012 for both Beaverton City Libraries was 286,574 items, a change of -0.54% compared to the Washington County Cooperative Library Service WCCLS average of -1.11%. The Beaverton City Library - Main circulation was down 2.84% compared to last year.
- Beaverton City Library @ Murray Scholls circulation was up 10.14% and had the highest increase of all libraries throughout the county. Murray Scholls Branch is growing significantly despite the downturn that Washington County has seen.
- Library2Go: There were 13,361 eBook downloads county-wide in May 2012 compared to 8,245 in 2011, an increase of 62.05%.
- March - May 2012 Comparison by Collection:
Ed provided three months of circulation statistics by Collection Status Codes comparing Beaverton City Library to the three other larger libraries within WCCLS: Hillsboro, Cedar Mill and Tigard. Managers with collection responsibilities are to review and make adjustments to their collection development as appropriate.
- Multnomah County libraries will be closed on Mondays and Tigard Library will be closed on Thursdays starting July 1. This may create a significant impact on how many patrons visit us on those days.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update: Request for proposals were sent out for bid on June 6, 2012. A mandatory pre-proposal meeting will be held on June 18, 2012. Those vendors interested will meet with staff to take measurements and ask questions at both library locations. Proposal bids are due by Monday, July 9, 2012.

Ed reported there would be minimal alterations to the buildings at Beaverton City Library - Main and Beaverton City Library @ Murray Scholls for accommodating AMH. Beaverton City Library is the first library to install AMH in WCCLS!

Authorization for Trust Fund Expenditures:

Ed requested authorization to expend \$10,000 donated by the Beaverton Library Foundation for the purchase of children's books from the Trust Fund for the Beaverton City Library @ Murray Scholls.

- Carl Teitelbaum MOVED for the authorization to expend \$10,000 for purchase of Children's books for Beaverton City Library @ Murray Scholls from the Library Trust Fund. Jason Lang SECONDED and the MOTION was approved by the Board members.

Committee Reports:

Foundation: The Foundation's "Literary Vines" event is scheduled on Friday, October 12th. Save the date cards will be mailed out soon. The speaker will be author Jean Auel (Clan of the Cave Bear). Ed would like the Board members to plan on attending the event which will be held at the Beaverton City Library - Main.

New Friends of Beaverton City Library: The New Friends of the Beaverton City Library underwrote the cost of purchasing an electronic reader board that will be installed in the library lobby. Ed will draft a new policy that will include guidelines for library and city staff regarding the content and format of items displayed. Ed will ask the Board for input and approval of the draft.

Old Business:

- The Library Advisory Board approved the updated Exclusion Policy titled “Exclusion Matrix 2.0”. Ed will forward it to library staff.
- The visioning statement document by the Foundation Board is being revised and will be submitted at a later date.

New Business:

- Chair Ellen Brash Russell reported she attended a BCV lead partner liaison meeting that Jaann referenced during her presentation. She reported the Library Advisory Board had accomplished their goals at this time. Ed thanked Ellen for attending on behalf of the Advisory Board.

Call for Agenda Items for next Advisory Board meeting:

- Ed will notify Chair Ellen Brash Russell if there is feedback by staff on the Exclusion Matrix 2.0.
- Ed will bring a copy of the Foundation’s financial report to the next Advisory Board meeting.

Date for next Advisory Board Meeting:

There being no further business the meeting was adjourned at 8:20 p.m. The next Board meeting is scheduled for Wednesday, July 11, 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: