



**Beaverton City Library Advisory Board
Meeting Minutes
October 10, 2012**

Present:

Ellen Brash Russell, Chair
Bob Becker
Carl Teitelbaum
Howard Reeher
Thomas Cutts
Joshua Pond
Gautam Kottapalli, Alternate
Marc San Soucie, City Council Liaison
Ed House, Library Director
Julie Emanuel, Support Specialist 2

Absent:

Jason Lang

Guests:

Nancy Nkiwane

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

Approval of Minutes of September 12, 2012 meeting:

- Chair Ellen Brash Russell called for the approval of the September 12, 2012 minutes. Bob Becker MOVED and Carl Teitelbaum SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was none.

Council Liaison's Report: Councilor Marc San Soucie reported the following updates of activities at Beaverton City Hall:

- The City of Beaverton received a \$1.6 million grant by the Centers for Disease Control and Prevention (CDC). Senator Ron Wyden and Congresswoman Suzanne Bonamici joined Mayor Denny Doyle and others for a roundtable discussion on the city's plans to fund the Beaverton Community Health Partnership (BCHP). Partners from the BCHP project team attended and shared their insight and engaged in a dialogue with the Senator and Congresswoman on innovative ways to make this project a model for other cities to replicate.

Librarian's Report: by Ed House, Library Director

General Comments:

- Effective January 1, 2013 employees of Oregon public institutions are considered by law mandatory reporters of child abuse. Ed reported training would be provided for all library staff, including volunteers, before the new law takes effect.
- The City Facilities Department will replace a 12-year old Direct Digital Control (DDC) system located in the basement of the Beaverton City Library-Main (BCL-Main). DDC is used to control HVAC (heating, ventilating and air conditioning) and the program features time schedules, setpoints, controllers, logic, trend logs, and alarms. Upgrades to a web based system will allow operators to monitor, control, alarm, and diagnose building equipment remotely. The library's budget for Fiscal Year 2012-13 included the \$20,000 expense for the equipment replacement.
- Ed provided the Board with an architectural sketch of the Beaverton City Library @ Murray Scholls (BCL- Murray Scholls) building. There was discussion by the Board of the layout and the Foundation's proposal of leasing vacant suites to expand BCL-Murray Scholls.

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for September.
- Total circulation for September for BCL (combined) was 279,642 items, an increase of 3.30% compared to the Washington County Cooperative Library Service (WCCLS) average of 1.28%. BCL-Main circulation was up 1.18% and BCL- Murray Scholls was up 12.42%.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- The AMH contract for the maintenance agreement is being finalized by the City Attorney's Office.
- Ed explained the installation process of the AMH equipment and how easy it will be to redesign changes to maximize distribution of library materials among the sorting bins by library staff.

Questions: Carl asked if the maintenance contract specified a response time for service calls and that a local company would service the AMH equipment. Ed replied that a representative in Seattle will respond on-site within 24-hours. The contractor's tracking record for installation and preventive maintenance of the AMH system was very good. A few workstations would remain setup in the circulation division in case of operating issues with the AMH equipment so the library could continue to be

operational.

Bob asked if the library would need to close during installation of the book drop or in the case of a power outage. Ed responded the library may close during a long duration power outage because the backup generator was not designed to run more than a few hours, but closing the library was not planned during the installation of the AMH equipment.

Howard asked if part of the contingency plan would have a staff person assist patrons at the book drop placing library books onto the new AMH equipment. Ed said there would be signage placed several weeks in advance to alert the public of the new equipment and logistics were still being planned to make a smooth conversion.

Authorization for Trust Fund Expenditures:

- There were no expenditures to report.

Committee Reports:

Beaverton Library Foundation: The Foundation is hosting their first annual wine tasting fundraising event on Friday, October 12, at BCL-Main, 7:00 p.m. - 9:00 p.m. The evening will feature local guest speaker and writer Jean Auel, award-winning Northwest wineries, music, and local gourmet food and desserts.

Question:

Ellen asked how many tickets had been purchased online. Ed responded approximately 100 sold to date and that tickets can be purchased at the door.

New Friends of Beaverton City Library: Ed reported the Friends annual meeting was held on Saturday, October 6, at BCL- Main, 2:00 p.m. - 4:00 p.m. featuring Northwest gardening expert and author, Ricki Grady.

Old Business:

- Chair Ellen Brash Russell reported the deadline to submit applications for the Library Advisory Board was extended to Friday, October 12 at 4:30 p.m. Terms begin January 1, 2013 and are three years except for the alternate which is one year.

Roof Replacement Update: by Ed House, Library Director

- City Facilities reports the central area on the roof is to be completed by the end of October.
- Ed informed staff to stay alert for roof leaks since rain showers were forecasted for Friday, October 12. The contractor will take precautions to protect the roof.

- A Stop Work Order was issued by the City's Building Division for the leak detection system until the Underwriters Laboratories (UL) listing meets building code requirements.

New Business:

- There was none.

Date for next Advisory Board Meeting:

- The next Board meeting is scheduled for Wednesday, November 14, 2012 at 6:30 p.m. in the Library Administrative Conference Room.

Call for Agenda Items for next Advisory Board meeting:

- There were none.

Adjournment:

- There being no further business the meeting was adjourned at 7:28 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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