



**Beaverton City Library Advisory Board
Meeting Minutes
December 12, 2012**

Present:

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

Absent:

Thomas Cutts
Joshua Pond
Marc San Soucie, City Council Liaison

Guest:

Nancy Nkiwane

Chair Ellen Brash Russell called the meeting to order at 6:34 p.m.

Approval of Minutes of November 14, 2012 meeting:

- Chair Ellen Brash Russell called for the approval of the November 14, 2012 minutes. Bob Becker MOVED and Carl Teitelbaum SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was no public forum.

Council Liaison's Report:

- There was no report due to the absence of Councilor San Soucie.

Librarian's Report: by Ed House, Library Director

General Comments:

- Roof flashing work on the new roof project will be completed by the end of the calendar year. The leak detector unit UL listing has not been approved yet, but a firm has been located to complete the testing for approval.

Presentation of Current Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for November.
- Total circulation for November for BCL (combined) was 290,286 items, an increase of 3.89% compared to the Washington County Cooperative Library Service (WCCLS) average of 1.77%. Beaverton City Library- Main (BCL-Main) circulation was up 1.43% and Beaverton City Library @ Murray Scholls (BCL-Murray Scholls) circulation was up 14.31%.
- Fiscal year-to-date for BCL-Main Children's circulation was up 9.45%, Young Adult circulation was up 5.91% and Adult circulation was down -2.65%. Ed noted that Adult circulation continues to decline and he is concerned about what is causing the decline. The task has been assigned to reference staff with collection responsibilities to review the stat code report and make recommendations for their collection development. Ed predicts staff will have an assessment in early 2013.

Questions:

Bob asked when the downturn for adult circulation began. Ed responded late spring of 2012.

Carl asked why there is a reduction in the number of items added to the collection, was the money tighter? Ed said, "Yes, as mentioned last month, a reduction of approximately \$90,000 in revenue by the WCCLS levy resulted in staff making additional cutbacks to the Library's Budget for Fiscal Year 2012-13."

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- The contract has been signed with Lyngsoe System and the process has formally begun. Ed reported he met with Shaun Kendle, Lyngsoe Project Engineer, to discuss process and timelines, especially the details of the drive-up book drop.
- The Automated Materials Handling (AMH) system will be assembled in Denmark, tested at the plant, disassembled and shipped to the BCL by early March. This is three to four weeks later than staff had anticipated.

Trust Fund Expenditures:

- Library Trust Fund financial statements ending November 30, 2012 were distributed to the Board. Ed reported expenditures of \$33 spent for library materials this past month and \$5,569 fiscal year-to-date.

Committee Reports:

Beaverton Library Foundation: The Foundation met and signed a contract with C3 Strategies to raise funds to pay for the expansion of the BCL- Murray Scholls. The early estimate for tenant improvements, needed equipment and furniture is around \$300,000. Foundation signed a contract with Fletcher, Farr, Ayotte Architects to create an architectural rendering of an expanded children's room.

City of Beaverton Boards and Commissions Dinner: The Annual Boards and Commissions Dinner is scheduled on Friday, January 25, 2013 for 2012 Board members and their spouses or guests. Invitations will be mailed from the Mayor's Office.

Old Business:

- The Mayor selected three new Board members to fill three terms that are expiring on December 31, 2012:
 - Nancy Nkiwane, New Appointment Beginning 01/01/2013, Ending 12/31/2015.
 - Pamela Wagoner, New Appointment Beginning 01/01/2013, Ending 12/31/2015.
 - Gautam Kottapalli, New Appointment Beginning 01/01/2013, Ending 12/31/2013 (Last year of Howard Reeher's term).
- Ellen Brash Russell, Re-appointment begins 01/01/2013, Ends 12/31/2015.

- The Library Advisory Board members will need to vote for a new Vice Chair during January's meeting.

New Business:

- Melissa Little, new Circulation Manager, will attend the next Board meeting in January 2013. Melissa began work on Friday, November 26. She previously worked at the Palos Verdes Library as Assistant Circulation Manager and has a number of years of bookstore management experience.
- Chair Brash Russell requested name tags to be provided for the next Library Advisory Board meeting since we will be having some new members on the Board.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, January 9, 2013 at 6:30 p.m. in the Library Administrative Conference Room on the second floor at BCL- Main.

Call for Agenda Items for next Advisory Board meeting:

- There were no items added for the next meeting.

Adjournment:

- There being no further business the meeting was adjourned at 7:24 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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

