



**Beaverton City Library Advisory Board
Meeting Minutes
January 9, 2013**

Present:

Ellen Brash Russell, Chair
Thomas Cutts
Jason Lang
Nancy Nkiwane
Joshua Pond
Pam Wagoner
Ed House, Library Director
Julie Emanuel, Support Specialist II

Absent:

Marc San Soucie
Gautam Kottapalli

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

Guest:

Melissa Little, Circulation Division Manager, gave her background and experience and is looking forward to working with her staff during the transition to the Automated Materials Handling (AMH) system. Melissa will provide a tour once AMH is operating.

Approval of Minutes of December 12, 2012 meeting:

- Chair Ellen Brash Russell called for the approval of the December 12, 2012 minutes. Jason Lang MOVED and Thomas Cutts SECONDED the MOTION. It was approved by the Board members.

Introduction of New Members:

- Nancy Nkiwane and Pam Wagoner were introduced as new regular members of the Library Advisory Board.

Public Forum:

- There was no public forum.

Council Liaison's Report: Ed provided an update on behalf of Councilor San Soucie about City Hall and Council activities in January:

- Swearing in of Mayor and City Councilors, Kate Arnold and Mark Fagin.
- Proclamation of Forrest Soth Day on Tuesday, January 8th.
- City Council to vote on recommendation of City Hall moving to the South Office Building and planning for a new facility for the Police and related services at the current location.
- The Creekside District Planning Project.

Librarian's Report: By Ed House, Library Director

General Comments:

- A new roster of library board members was distributed.
- Library Advisory Board Handbooks were distributed to the new members.
- Roof Replacement Update:
 - Installation of a cable for the leak detector units into the server room should be done within a few weeks followed by the final inspection for its UL listing.
 - Sheet metal completion date is January 17.
 - Four skylights had their flashing replaced and re-caulked, one skylight was completely replaced due to cracks and fall protection guards were installed around all the skylights.
 - Fall protection guard rails will be installed around entire rooftop in February.
- US Senator Jeff Merkley will hold his Washington County Town Hall on Friday, January 18, at BCL-Main, 3:00 p.m. – 4:00 p.m. The event is open to the public.
- A Muslim Journeys Bookshelf grant was awarded to the BCL-Main. The grant will provide books and films about Muslim culture to facilitate support of Beaverton's diverse community.

Presentation of Current Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for December.
- Total circulation for December for BCL (combined) was 276,597 items, a change of -0.08% compared to Washington County Cooperative Library Service (WCCLS) average of -0.21%. The Beaverton City Library-Main (BCL-Main) circulation was down 3.22% compared to last year. Beaverton City Library @ Murray Scholls (BCL-Murray Scholls) was up 13.73%.
- Ed provided circulation statistics for January through December 2012 comparing BCL to the three other larger libraries within WCCLS: Cedar Mill, Hillsboro and Tigard. The Board members discussed why adult circulation showed decline for the latter part of the year at all the other libraries.
- Library2Go: There were 14,713 eBook downloads county-wide in December 2012 compared to 11,051 in 2011, an increase of 33.14%. Research done by Linda Fallon, Adult Services Manager, found that most downloads were fiction books and non-fiction best sellers.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- Lyngsoe System representatives will meet with Library staff on January 23 to discuss additional details of the AMH installation.

Trust Fund Expenditures:

- Financial statements for December 31, 2012 were distributed to the Board. There were expenditures of \$1,304 spent for library materials this past month and \$6,872 year-to-date.

Committee Reports:

Beaverton Library Foundation: Ed provided an architectural rendering showing the layout for the children's expansion at BCL–Murray Scholls. The Foundation will use the rendering for a visual when attending fund-raising events.

New Friends of Beaverton City Library: The New Friends of BCL is doing an excellent job of selling books through Amazon online.

Old Business:

- There was none.

New Business:

- Tom Cutts was nominated as Vice-Chair of the Library Advisory Board. It was approved by the Board members.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, February 13, 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 7:45 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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