



**Beaverton City Library Advisory Board
Meeting Minutes
February 13, 2013**

Present:

Ellen Brash Russell, Chair
Thomas Cutts, Vice Chair
Gautam Kottapalli
Jason Lang
Nancy Nkiwane
Pam Wagoner
Cate Arnold, City Council Liaison
Ed House, Library Director
Julie Emanuel, Support Specialist II

Absent:

Joshua Pond

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

Guest:

There were none.

Read and approve minutes of January 9, 2013, meeting:

- Chair Ellen Brash Russell called for the approval of the January 9, 2013, minutes as submitted, Tom Cutts MOVED and Pam Wagoner SECONDED the MOTION. It was approved by the Board.

Public Forum:

- There was no public forum.

Council Liaison's Report: Ed introduced Councilor Arnold to the new board members. Cate reported the following updates of City Hall and City Council activities:

- Councilor Ian King will attend the Library Advisory Board meetings in Cate's absence.
- City Council supported relocating general services of City government to move to the South Office Building at The Round in September of Fiscal Year 2013-14 at the earliest.
- The Police, Court and Emergency Management services need a new public safety building. The best option seems to be at the current City Hall site. General public needs to be educated before approving a bond for a new facility that can withstand a significant earthquake and meet public safety building standards.

Librarian's Report: By Ed House, Library Director

General Comments and Information:

- The new roof is sealed and there are no water leaks to report. The leak detection system underwriters laboratories (UL) listing needs final building inspection. The fall protection guard railing will be installed once all materials have been delivered.
- **Future Library Expenses that Ed is requesting in the proposed budget:**
 - Improvement of sound equipment in conference meeting rooms for hand-held/clip-on microphones and improvements to the sound system in the auditorium.
 - Postponing carpet installation remaining after this year's work until Fiscal Year 2014-15.
 - Additional lighting for biography book shelving and areas of poor lighting on first floor.
 - Annual Maintenance Agreement for Automated Materials Handling (AMH).
 - City Facilities Department to repair water stains from their portion of the Library budget in Fiscal Year 2013-14.

Presentation of Current Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for January.
- Total circulation for January for BCL (combined) was 295,566 items, an increase of 1.31% compared to Washington County Cooperative Library Service (WCCLS) average of 0.72%. The Beaverton City Library-Main (BCL-Main) circulation saw a change of -1.32% compared to last year. Beaverton City Library @ Murray Scholls (BCL-Murray Scholls) was up 12.82%.
- Library2Go: There were 16,652 e-Book downloads county-wide in January 2013 compared to 12,783 in 2012, an increase of 30.27%.
- Ed provided background of the WCCLS five-year local option levy that started in Fiscal Year 2011-12 supporting county-wide library services at the rate of \$0.17 per \$1,000 of assessed value. The last year of the levy is Fiscal Year 2015-16 so a new ballot measure would need to be in November 2015.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- Lyngsoe Systems has delayed AMH installation by one week. The updated timeline for BCL-Main will be installed the week of March 25 and BCL-Murray Scholls of April 1.

- City Facilities Department will request a meeting with the contractor to discuss final details of remodeling the drive up book drop and working with Melissa and her team during transition to AMH.

Trust Fund Expenditures:

- Financial statements for January 31, 2013, were distributed to the Board.

Committee Reports:

Beaverton Library Foundation: The Foundation and C3 Strategies is creating an investor prospectus for potential partners and finding a “Big Donor” that could kick start the fund-raising campaign for expansion of BCL–Murray Scholls. Ed anticipates the expansion would be completed by summer of 2014.

New Friends of Beaverton City Library: The New Friends of BCL reported \$2,659 for January’s revenue earned through Amazon book sales. The Management Team will submit a Friends Wish List by mid-March.

Old Business:

- Ed distributed a survey template and asked for the Boards input of developing a survey at BCL and what type of questions to ask the public. Ed would like the survey available in-house, the Library’s website and as a *Your City* newsletter article for citizen’s participation.

Tom requested the Board bring their questions to next month’s advisory board meeting for a roundtable discussion. Ed will provide management’s information for review.

New Business:

- **National Library Week is April 14 through April 21:** Library managers discussed having a Food for Fines/Amnesty Week in celebration of National Library Week. Patrons can return late library books and pay their fines in exchange for nonperishable food.
- **Local Author Collection:** Adult Services is proposing a local author collection at BCL limited to Washington County authors. The Library would include a copy of their works in its collection. Staff is working on the details and a timeline by a committee assigned this task. Ed reported the Library Advisory Board is the final group of arbiters for an appeal of items that may be rejected for inclusion.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, March 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:

- BCL Survey Roundtable Discussion
- Local Author Collection
- Food for Fines/Amnesty Week

Adjournment:

- There being no further business the meeting was adjourned at 7:45 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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