



**Beaverton City Library Advisory Board
Meeting Minutes
November 14, 2012**

Present:

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

Guests:

- There were none.

Chair Ellen Brash Russell called the meeting to order at 6:31 p.m.

Approval of Minutes of October 10, 2012 meeting:

- Chair Ellen Brash Russell called for the approval of the October 10, 2012 minutes. Bob Becker MOVED and Tom Cutts SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was none.

Council Liaison's Report:

Councilor San Soucie reported the following updates of activities at Beaverton City Hall:

- Turtle Island Development was the company selected to develop a multiple-use affordable housing project at SW First Street and Angel Avenue.
- City Council supports the Planning Commission's recommendation on Peterkort zoning and agreed to annex South Cooper Mountain.
- City Council conducted a study session on the Solid Waste and Recycling Franchise System of rates, rolling terms and the potential transitioning to a greener, cleaner collection fleet in Beaverton.

- City Council has narrowed down three options to alleviate space issues for the police department, municipal courts and City Hall.

Ed expressed his concern for a police and court facility being placed next to the library and potential safety issues for library users.

Marc said his preference was not to select the library site for a police, court and jail facility because the impact does not add value to the great social atmosphere already developed. He feels that library patrons seem more likely interested in social or cultural opportunities rather than interaction with city government, police or court clients.

Librarian's Report: By Ed House, Library Director

General Comments:

- The new roof replacement completion date was extended to December 31, 2012 by the City's Property and Facilities Management. The UL rating for the leak detection system is in the process of being certified and operational. The general contractor reported that none of the remaining work items were weather dependent for completion.
- WCCLS reported tax revenue will be 2.3% and not the anticipated 2.5%. \$8,958 in Pool 1 and \$85,000 in Pool 2 revenues equaling \$93,958 in revenue that will not be realized. In response Ed and his management team cut \$90,000 of expenditures from the Library's Fiscal Year 2012-13 budget. Library staff positions were not affected.

Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for October and revisions for July, August and September.
 - Total circulation for October for both BCL was 293,919 items, an increase of 1.39% compared to the Washington County Cooperative Library Service (WCCLS) average of 0.41%.
 - Beaverton City Library–Main (BCL–Main) circulation was down -0.92% and Beaverton City Library @ Murray Scholls (BCL–Murray Scholls) circulation was up 11.15%.
 - The circulation revisions for July, August and September were minor due to the self-check units double counting items that were left on the pads too long.
- **Library2Go:**
 - Patrons are experiencing a lack of availability for e-Book downloads county-wide due to licensing limitations. Patrons may be receiving their electronic copies through purchases from other e-Book providers.
- **Market Share:**
 - BCL market share January through October was 27.62% of all the items WCCLS libraries circulated and continues to grow each month.

- **July through September by Statistical Code Circulation Report:**
 - Ed provided three months (July, August & September 2012) of circulation statistics comparing BCL to three other larger libraries within WCCLS: Hillsboro, Cedar Mill and Tualatin. Managers with collection responsibilities will review and make adjustments to their collection development as appropriate.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- Ed reported library managers were working with staff input on the space planning and installation of the AMH equipment at both facilities. Staff is looking forward to the new technology and the positive impact it will have on productivity.

Authorization for Trust Fund Expenditures:

- Financial statements for October and September were distributed to the board.
- Ed reported that all expenditures during these two months were for library materials.

Committee Reports:

Beaverton Library Foundation: The Foundation's "Literary Vines" annual event was held on Friday, October 12, 2012. The revenue reported was \$11,720; expenditures were \$3,278 with a net of \$8,442. The Foundation expects to receive a few more donations totaling \$1,125.

Ellen asked what the total attendance was for the event. Ed said he will find out and report at the next Library Advisory Board meeting.

New Friends of Beaverton City Library: Ed reported the Friends donated funds for the Library to purchase 16 e-Readers along with titles to be loaded on each reader.

Old Business:

- Ellen, Carl and Ed interviewed three candidates for the Library Advisory Board and forwarded their recommendations to the Mayor.
- Howard announced his resignation effective December 31, 2012.

New Business:

- Ellen noted a Vice-Chair will need to be appointed in January 2013.

Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, December 12, 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 7:57 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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