



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

Present:

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

Absent:

Jason Lang
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 February 13, 2013, meeting:

- Chair Ellen Brash Russell called for the approval of the February 13, 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: Councilor Arnold reported the following updates of City Hall and City Council activities:

- Planning for South Cooper Mountain urban growth area, also called Area 6B, is open for public discussion and its progress is posted on the City's website.
- Discussion continues on City government offices relocating to the South Office Building at The Round and a new Police and safety building at the current City Hall site.
- Review of the proposed budgets for the City of Beaverton's Fiscal Year 2013-14.

Librarian's Report: By Ed House, Library Director

General Comments and Information:

- Ed explained how development of South Cooper Mountain will bring 3,500 new homes and possibly a new high school in the area which underscores the need for an expansion of the Beaverton City Library @ Murray Scholls (BCL–Murray Scholls).
- The library is a public building and involves staff playing an important role in staying alert for possible emergency situations for patrons. The staff deals with this on a daily basis and tries to do their best at both libraries.

Question: Pam commented that she attended volunteer training at the Beaverton City Library–Main (BCL–Main) and was surprised there was not an active shooter policy. Ed responded that the City had assigned a committee to work on providing training for staff in the next few months.

Fiscal Year 2013-14 Budget Proposal

- On Monday, March 18, Ed will attend the internal budget review with the Mayor and Finance staff for the library's proposed Fiscal Year 2013-14 budgets.
- The budget proposal is status-quo, except for BCL–Murray Scholls which continues to grow as the area expands in population; therefore, one part-time Branch Aide will be requested to work at the service desk assisting the public.

Presentation of Current Statistics:

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for February.
- Total circulation for February for BCL was 274,477 items, a change of -1.77% compared to Washington County Cooperative Library Service (WCCLS) average of -2.52%. BCL–Main circulation saw a change of -2.33% compared to last year and BCL–Murray Scholls was up 0.47%. Historically BCL–Murray Scholls is up 8%–13% and has the highest growth of all WCCLS libraries.
- Fiscal year-to-date there was 2,314 hours of total volunteer hours assisting the BCL–Murray Scholls and 10,797 of volunteer hours assisting the (BCL–Main).
- Year to date the Adult Services circulation at BCL-Main had a change of -5.93%, Young Adult was up 5.37% and Children's Services was up 6.39%. The Youth Services (YA and Children) circulation is the one area that continues to grow and does well at both library locations.

Question: Tom asked about the total number of items withdrawn this year, which is down 40% from the previous year, and if that was unusual? Ed responded last year at this time we were finishing a thorough weeding of library materials in preparation of Radio Frequency Identification (RFID). This year we are not pulling out as much from the collections.

WCCLS Report: by Ed House, Library Director

Automated Materials Handling (AMH) Update:

- Lyngsoe Systems AMH equipment will be delivered on Monday, March 18th at BCL-Main and Monday, March 25 at BCL-Murray Scholls. The installation at the BCL-Main will begin with the drive up book drop. Both library locations should be operating by the end of March.
- On Tuesday, March 19 a reporter from the Oregonian will review AMH progress and prepare a news story. With both libraries combined, we circulate over 3.5 million items each year and staff is looking forward to having help and working much more efficiently.
- Ed will schedule a tour for the Board at the next Library Advisory Board meeting to see AMH in action in the circulation department.

Trust Fund Expenditures:

- Financial statements for February 28, 2013, were distributed to the Board. Ed reported expenditures of \$52 spent for library materials for the past month.

Committee Reports:

Beaverton Library Foundation:

- The Foundation Board discussed a big capital fundraising campaign for the \$350,000 needed for the tenant improvements at BCL-Murray Scholls. It may need to be completed in two stages, the children's room first and the circulation area second.
- The 2nd Annual Literary Vines wine tasting event is scheduled on Friday, September 6. Last year's timing was difficult for some of the wineries, especially the smaller wineries, because it was during the labor intensive crush season.
- Ed has composed a draft letter to Mike Rich, screenwriter for the movie "Secretariat" among other movies he has written. It would be nice to have a local person of his caliber to draw people to the fundraiser.

New Friends of Beaverton City Library:

- The Management Team will submit a draft for the Friends Wish List of \$10,000 for needed library items at their next meeting. Friends will discuss the list and approve or deny funding at their next scheduled board meeting in April.

Old Business:

- **Survey:** Ed distributed a rough draft to the Board and explained each Library manager was assigned to work on an area of the survey. The Board made suggestions and Ed will forward them to the management team. The Board's review will be sought prior to the survey being available to the public.
- **Local Author Collection:** The Board felt the Local Author Collection will be a good community building program.
- **Food for Fines/Amnesty Week:** The Board discussed ideas of how to get the announcement out to the community. Ed said a news release will be submitted and bookmarks and signs will be made. The program will be available from Saturday, April 13 to Sunday, April 21.

New Business:

- Ed announced his plans for retirement effective June 28, 2013.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, April 10, 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:

- Board to tour AMH in circulation department.

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: