



**Beaverton City Library Advisory Board**  
**Meeting Minutes**  
**May 8, 2013**

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**Present:**

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

**Absent:**

Nancy Nkiwane

Chair Ellen Brash Russell called the meeting to order at 6:32 p.m.

**Guest:**

There were none.

**Read and approve minutes of April 10, 2013, meeting:**

- Chair Ellen Brash Russell called for the approval of the April 10, 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:

- Beaverton City Council continues its discussion on City government offices relocating to the South Office Building at The Round.

## **Librarian's Report: By Ed House, Library Director**

### **General Comments and Information:**

- Food for Fines/Amnesty Week held at both library branches was successful in raising 4,200 pounds of non-perishable food. The libraries also brought in more funds from fines than the same period as last year. The program was a win-win for the good of the community.
- The Chair of the Library Advisory Board along with Ed will do a presentation at the Beaverton City Council Meeting on Tuesday, May 14.

### **Presentation of Current Statistics:**

- Ed provided the Board with circulation reports for Beaverton City Library (BCL) for April.
- Total circulation for April for BCL (combined) was 300,662 items, an increase of 4.73% at this time last year compared to Washington County Cooperative Library Service (WCCLS) average of 2.84%. The Beaverton City Library-Main (BCL-Main) circulation was up 3.30% and Beaverton City Library @ Murray Scholls (BCL-Murray Scholls) was up 10.56%.
- There was a discussion about Library2Go and how many items/titles were included. Ed said he would report back on how many items/titles were available.

*Subsequently, Ed contacted WCCLS and forwarded their response:*

*As of May 10, 2013, WCCLS has the following as part of Library2Go.*

*Ebook titles owned, including Advantage = 17,321*

*Ebook copies owned, including Advantage = 26,279*

*Ebook titles licensed, including Advantage = 520Ebook licenses (each title licensed allows 26 uses; in some cases we have purchased multiples of 26), including Advantage = 20,414*

*In addition, we have 150 downloadable reference encyclopedias available through Gale Virtual Reference Library (GVRL), and 328 downloadable study guides available through Learning Express Library.*

## **WCCLS Report: by Ed House, Library Director**

- The Members of the WCCLS Executive Board held a retreat on May 3 to review the following:
  - Focus on the future
  - Look ahead at the 2015 County-Wide Levy Renewal
  - How to distribute tax funds among the 13 WCCLS Libraries
  - Confirming the Cooperative Governance structure is working well
- The Aloha Community Library is funded through community memberships, donations and grants. At this time, they are not WCCLS members and must meet certain criteria before they can qualify for membership. They are in the early stages of this process.

**Trust Fund Expenditures:**

- Financial statements for April 30, 2013, were distributed to the Board. Ed reported expenditures of \$837 spent for library materials for the past month.

**Committee Reports:**

**Beaverton Library Foundation:** The Foundation's second annual "Literary Vines" event will be held on Friday, September 6, 2013. The speaker will be local guest and bestselling mystery writer Phillip Margolin. Music will be by the Beaverton Symphony Orchestra's string quartet. Ed would like the Board members to plan on attending the event which will be held at the BCL-Main.

**New Friends of Beaverton City Library:** The New Friends of BCL is doing an excellent job of selling books through Amazon online and at the Book Corner.

**Old Business:**

- The BCL survey is available in print at the library or at [www.BeavertonLibrary.org/Survey](http://www.BeavertonLibrary.org/Survey) through May. Preliminary results from the survey may be available at the next Board meeting.

**New Business:**

- The Library Advisory Board approved the revised Collection Development Policy of the BCL.
  - Chair Ellen Brash Russell called for approval of the revised Collection Development Policy of the BCL as submitted, Joshua Pond MOVED and Tom Cutts SECONDED. It was approved by the Board.
- The Library Advisory Board approved decommissioning the BCL Cardholder Responsibilities Policy. Currently Beaverton follows the WCCLS policy; therefore, does not need a separate policy.
  - Chair Ellen Brash Russell called for approval to decommission the BCL Circulation Policy as submitted, Tom Cutts MOVED and Pam Wagoner SECONDED. It was approved by the Board.

**Set Date for next Advisory Board meeting:**

- The next Board meeting is scheduled for Wednesday, June 12, 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 7:21 p.m.

Respectfully submitted by:  
Julie Emanuel, Support Specialist II

<b>APPROVED BY:</b>
<b>Ellen Brash Russell, Board Chair</b>
<b>Date Approved:</b>