



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

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**Present:**

Ellen Brash Russell, Chair  
Thomas Cutts, Vice Chair  
Gautam Kottapalli  
Jason Lang  
Nancy Nkiwane  
Joshua Pond  
Pam Wagoner  
Cate Arnold, Council Liaison  
Abigail Elder, Library Director  
Julie Emanuel, Support Specialist II

**Guests:**

- There were none.

Chair Ellen Brash Russell called the meeting to order at 6:33 p.m.

**Read and approve minutes of October 9, 2013, meeting:**

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

**Public Forum:**

- There was no public forum.

**Council Liaison's Report:**

- There were no library updates.
- Councilor Arnold recommended meeting with Finance Director, Patrick O'Claire, to present the library budget to the Board.

**Librarian's Report:** by Abigail Elder, Library Director

**General Comments:**

- Abigail read the October comment cards to the Board.
- Beaverton City Library (BCL) was closed on Monday, November 11 for Veterans Day. BCL will close for Thanksgiving Day on Thursday, November 28 and the day after Thanksgiving on Friday, November 29.
- Automated Materials Handling (AMH) has helped reduce the workload on holidays when the library is closed. Most of the items are checked in by AMH, so the skeleton staff can focus on shelving on those days.
- It was reported that the drive-up book drop did not print a receipt after returning items recently. Circulation Division is aware of the issue and are working on the solution; meanwhile, items are being checked in and patrons seem to be adjusting.
- Abigail is discussing with facilities about installing an awning over the drive-up book drop, restriping the book drop driveway and adding better signage to the book drop area.
- Board Member Joshua Pond asked a question about the hours at BCL–Murray Scholls and would like to see longer hours on the weekends. Abigail will check the history of the Murray Scholls hours and report to the Board next month.
- Marie Selleck, reference librarian, has worked at the Library for 26 years and will be retiring on December 1.
- The Mayor's Open House and Tree Lighting is scheduled on Friday, December 6 at BCL–Main.

**Presentation of Current Statistics:**

- Abigail provided the Board with circulation reports for October.
- Total circulation for October for Beaverton City Library (BCL) (combined) was 297,528 items, a change of -0.16% compared to the Washington County Cooperative Library Services (WCCLS) average of -1.92%. Beaverton City Library–Main (BCL–Main) circulation saw a change of -0.36% and Beaverton City Library–Murray Scholls (BCL–Murray Scholls) was up 0.59%.

## **WCCLS Report:** by Abigail Elder, Library Director

The Policy Group, made of WCCLS library directors, is researching five subjects that could impact the 2015 levy:

1. Consistent patron experience
2. Possible efficiencies and centralization, such as off-site storage or system wide AMH
3. Support for schools and young readers
4. The role of digital content and how much to purchase
5. Improved access to technology

## **Committee Reports:**

**Beaverton Library Foundation:** The Foundation has declined to conduct a capital campaign for the possible branch expansion, but remains very supportive of the library's operations, programs and future goals.

**New Friends of BCL:** Friends will hold their annual fall book sale in the lobby at BCL—Main from November 21 through November 23.

## **Trust Fund Expenditures:**

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

Abigail requested authorization to expend \$4,675 from the Trust Fund. Some of the items BCL would like to acquire are: Children's Book Club books, Young Adult Book Club books and large format monitor for the checkout desk. These funds have been made available through donations by the New Friends of the BCL.

- Chair Ellen Brash Russell called for the approval to expend \$4,675 from the Library Trust Fund, Tom Cutts MOVED and Jason Lang SECONDED. It was approved by the Board.

## **Old Business:**

- There were no updates on the BCL—Murray Scholls expansion.
- Abigail presented the Foundation video starring Board Chair Ellen Brash Russell and her family created by Runaway Mustache Productions.

## **New Business:**

- Annual Boards and Commissions Dinner in January 2014
- Ellen and Abigail interviewed candidates for the Library Advisory Board and forwarded their recommendations to the Mayor and City Council.
- Photo of the Library Advisory Board

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

- The next Board meeting is scheduled for Wednesday, December 11, 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:**

- Playaway Prerecorded Audio Player
- Library Budget Presentation by Patrick O’Claire
- Tour of Library Auditorium
- Review Murray Scholls Hours

**Adjournment:**

- There being no further business, the meeting was adjourned at 7:47 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>