



**Beaverton City Library Advisory Board
Meeting Minutes
December 11, 2013**

Present:

Ellen Brash Russell, Chair
Thomas Cutts, Vice Chair
Gautam Kottapalli
Jason Lang
Joshua Pond
Abigail Elder, Library Director
Julie Emanuel, Support Specialist II

Absent:

Council Liaison
Nancy Nkiwane
Pam Wagoner

Guest:

- Dave Waffle, Assistant Finance Director, at City of Beaverton gave an overview of the library budget process.

Chair Ellen Brash Russell called the meeting to order at 6:35 p.m.

Read and approve minutes of November 13, 2013, meeting:

- Chair Ellen Brash Russell called for the approval of the November 13, 2013, minutes. Tom Cutts MOVED and Jason Lang SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was no public forum.

Council Liaison's Report:

- There was no Council Liaison's Report.

Librarian's Report: by Abigail Elder, Library Director

General Comments:

- Abigail and the Board read the November comment cards.
- The Beaverton City Library (BCL) received more than \$83,000 from the estate of Wayne Whitbeck. He served on the Library Advisory Board from 2004 to 2011 and passed away in March 2012.

Presentation of Current Statistics:

- Abigail provided the Board with circulation reports for BCL for November.
- Total circulation for November for BCL (combined) was 285,070 items, a change of -1.80% compared to the Washington County Cooperative Library Services (WCCLS) average of -2.94%. Beaverton City Library–Main (BCL–Main) circulation saw a change of -1.85% and Beaverton City Library–Murray Scholls (BCL–Murray Scholls) saw a change of -1.58%.

WCCLS Report: by Abigail Elder, Library Director

Next year's WCCLS proposed budget will be presented to the Policy Group and vote in January 2014.

Committee Reports:

Beaverton Library Foundation: Banner Bank hosted an artist Sandra Stone, sponsored by the Foundation at BCL–Main on Monday, December 9. The book event raised \$1,000.

The Reser Family Foundation awarded \$50,000 for the BCL–Murray Scholls expansion.

City of Beaverton Boards and Commissions Dinner: The Annual Boards and Commissions Dinner is scheduled on Friday, January 31, 2014 for 2013 Board members and their spouses or guests. Invitations will be mailed from the Mayor's Office.

New Friends of BCL: The Friends had a great three day book sale November 21 – November 24 and raised \$4,400.

Trust Fund Expenditures:

- Library Trust Fund financial statements ending November 30, 2013, were distributed to the Board.

Old Business:

- WCCLS Outreach - Homebound Program provides mail delivery of books on Playaway to Washington County residents who are physically unable to visit their public library. West Slope, Cedar Mill at Bethany and Hillsboro Public Library offer Playaway for check-out.

- BCL–Murray Scholls hours were set to allow programs to be held before the library opens. The hours will be reconsidered if the branch expands.

New Business:

- Abigail introduced graphic novels to the board and reported they are shelved in Children's Services, Teen Room, and Adult Services.
- Abigail and Chair Ellen Brash Russell received nine applications for five positions on the Library Advisory Board. Julie Scholz was selected as an alternate.
- The Library Advisory Board appointments and expiration dates are as follows:
 - Thomas Cutt Reappointment 12/31/2016
 - Gautam Kottapalli Reappointment 12/31/2016
 - Jason Lang Reappointment 12/31/2016
 - Joshua Pond Reappointment 12/31/2016
 - Julie Scholz New Appointment – Alternate 12/31/2014
- The Library Advisory Board members will need to vote for a new Vice Chair during January's meeting.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, January 8, 2014, 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:

- Tour of Library Auditorium at BCL–Main

Adjournment:

- There being no further business, the meeting was adjourned at 8:29 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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