



**Beaverton City Library Advisory Board
Meeting Minutes
August 13, 2014**

Members Present:

Ellen Brash Russell, Chair
Tom Cutts, Vice Chair
Joshua Pond
Julie Scholz
Pam Wagoner
Abigail Elder, Library Director
Julie Emanuel, Support Specialist II

Members Absent:

Cate Arnold
Gautam Kottapalli
Nancy Nkiwane

Guests:

John Finn, Murray Scholls Manager
Michele Caldwell, Technical Services Manager

Chair Ellen Brash Russell called the meeting to order at 6:40 p.m. being held at Beaverton City Library–Murray Scholls (BCL–Murray Scholls).

Read and approve minutes of July 9, 2014, meeting:

- Chair Ellen Brash Russell called for the approval of the July 9, 2014, minutes. Julie Scholz 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 was no Council Liaison's Report.

Librarian's Report: by Abigail Elder, Library Director

General Comments:

- BCL–Main has a new sound system in the library auditorium.
- The library is hiring a new 24 hour/week position that will coordinate publicity and marketing and hiring a 20-hour Reference Librarian. Murray Scholls Branch is advertising for a Youth Service's Librarian.
- Finance performed a cash audit at BCL–Main reference desk and we will track the data for the next few weeks for the cash box and if it is still needed there.
- September is Library National Sign-up month. The library is planning outreach activities with Portland Community College students and city employees.
- Beaverton City Hall has started the move to The Beaverton Building (TBB). The Board is interested in a tour.
- The new drive-up book drop awning has been installed at BCL–Main.
- In September, an OMSI program is scheduled at the main library, called "Zoo in you."
- National Hispanic Heritage Month from September 15 to October 15. BCL is celebrating with two special performance: September 13, Andean folk music performed by Chayag and September 20, a theatrical performance by the Mexican folktale group, Nuestro Canto.
- Portland Opera will perform a preview of their coming season on Tuesday, September 16.
- Abigail reported August 13 is the last day to officially collect prizes for Summer Reading Programs for kids and teens.
- Teen Library Committee (TLC) proposes to send a representative from their committee to the Advisory Board meeting every other month and present a five minute update of the committee's activities. The Board approved of this idea.
- Sizzler Report: A list of items with the most holds for August was distributed to the Board.

Presentation of Current Statistics:

- Abigail provided the Board with circulation reports for Beaverton City Library (BCL) for July.
- Total circulation for July for BCL (combined) was 310,609 items, a change of -7.43% compared to the Washington County Cooperative Services (WCCLS) average of -5.78%. The BCL–Main saw a change of -8.29% and BCL–Murray Scholl's saw a change of -4.08% compared to last year.
- 5,363 children and 1,907 teens' registration total at both locations for summer reading.

Trust Fund Expenditures:

- Financial statements for July 31, 2014, were distributed to the Board.

WCCLS Report: by Abigail Elder, Library Director

- City of Hillsboro is interviewing candidates for a new library director.
- Sherwood Public Library selected Adrienne Doman Calkins as the new Library Manager.

Committee Reports:

Beaverton Library Foundation: Joshua Pond is the newest Foundation board member. The Foundation is the library's primary sponsor of the Summer Reading Program and are providing funds to digitize old Beaverton newspapers and will be available online at BCL website.

New Friends of BCL: John is the liaison for the New Friends of BCL. The Friends Board meets on the 2nd Tuesday each month at 5:30 p.m. The Board is always looking for members and membership and John invited the Advisory Board to the Friend's board meeting. The wish list items for September were discussed at last night's Friends board meeting. The Friends provided funds to purchase 250 copies of William Stafford's book, "Down in my Heart: Peace Witness in War Time." Free copies are available at both libraries.

Brian Doyle is scheduled to speak November 2 in the library auditorium to talk about William Stafford's work.

Old Business:

- There was none.

New Business:

- John took the Board on a tour of the Murray Scholls current library and future library expansion space.
- Chair Ellen Brash Russell was re-nominated as Chair, and was approved by the Board members.
- Vice Chair Tom Cutts was re-nominated as Vice Chair, and was approved by the Board members.

Michele Caldwell presented the main functions of Technical Services and its division management as follows:

- Order library supplies
- Create order records in Polaris

- Receiving and invoicing (unpack boxes and verify shipments)
- Cataloging (apply barcode, property stamp & RFID tags and other labels)
- Mending damaged books and withdraw materials from the collection
- Catalog upkeep and materials maintenance

Michele passed around the sticker hat of all the stickers that are available at BCL, but mostly in children's.

Set Date for next Advisory Board meeting:

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

- Friends of the BCL membership forms and annual meeting
- Cash Audit
- Arrange a city tour of the new City Hall at The Beaverton Building (TBB)
- Programs and Funding Lightning Talks

Adjournment:

- There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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