



Beaverton City Library

**Beaverton City Library Advisory Board
Meeting Minutes
December 10, 2014**

Members Present:

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

Absent:

Julie Scholz

Guest:

- Nikki Kolpakov, Teen Library Council (TLC)

Chair Ellen Brash Russell called the meeting to order at 6:36 p.m.

Read and approve minutes of October 8, 2014, and November 12, 2014, meetings:

Chair Ellen Brash Russell called for the approval of the October 8, 2014, and November 12, 2014, minutes. Tom Cutts MOVED and Pam Wagoner SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was none.

Council Liaison's Report: Councilor Arnold reported the following updates of City Hall and City Council activities:

- Beaverton City Council plan to review the Public Safety Center bond measure and discuss why it did not succeed in November.
- Progress Ridge Town Square, two-story parking garage, neighbors oppose building the structure.

Librarian's Report: by Abigail Elder, Library Director

General Comments:

- Abigail provided the Board flyers and photographs of the Beaverton City Library @ Murray Scholls (BCL–Murray Scholls) expansion goals. The library branch will be closed to the public for two weeks in January; however, library staff will be able to work in the library every day during construction.
- BCL–Murray Scholls hired their first ever Youth Services librarian who started work on Monday, December 8.
- Beaverton City Library (BCL–Main) building interior was dusted for six hours on Veterans Day.
- The Story Slam had an attendance of 50 people at the program's second session.
- Paul Laundry, Circulation Division, retired after 15 years at BCL–Main.
- Board members read October and November comment cards.
- Sizzler Report: A list of items with the most holds for November was distributed to the Board.

Presentation of Current Statistics:

- Abigail provided the Board with circulation reports for Beaverton City Library (BCL) for November.
- Total circulation for November for BCL (combined) was 270,826 items, a change of -5.00% compared to the Washington County Cooperative Services (WCCLS) average of -5.84%. The BCL–Main saw a change of -5.84% and BCL–Murray Scholls saw a change of -1.86% compared to last year.

Trust Fund Expenditures:

- Financial statements for November 30, 2014, were distributed to the Board.

WCCLS Report: by Abigail Elder, Library Director

WCCLS subcommittee meeting will be held on Friday, December 12 and members will have the opportunity to preview the WCCLS website redesign.

Committee Reports:

Beaverton Library Foundation: The Beaverton Library Foundation is looking for more board members. Joshua Pond asked the Library Advisory Board if they knew anyone interested to notify him.

New Friends of BCL: The New Friends of BCL met on Tuesday, December 9. Abigail reported they will host a special book sale on Saturday, December 13 in the BCL– Main lobby.

Teen Library Council: Nikki gave an update of the TLC activities:

- Annual Teen Art Show in November – attendance was 461.
- TLC greeting card station and wishing tree at the Open House at BCL–Main, assisted the family scavenger hunt for 300–400 families.
- Upcoming Events: Winter Crafts and Teddy Bear Sleepover.

Old Business:

- There was none.

New Business:

Lightning Talk: Abigail presented the last lightning talk Outreach to the Board.

The biggest take-away was to encourage everyone in the library to think about outreach as relationship-building with the various publics that the library serves (or could serve, but doesn't yet).

Staff members' next assignment is to take a tour of other WCCLS libraries, find positive, negative, and interesting customer service at the host library. When the team returns, they will share photos and write a trip report of the experience highlighting the customer service findings on the library staff blog.

Holiday Open House: The door gate count reported at BCL–Main at the Open House on Friday, December 5 was 2,800.

Boards and Commissions Dinner: The City of Beaverton's Annual Boards and Commissions Dinner is scheduled on Friday, January 16, 2015, for 2014 Board members and their spouses or guest. Invitations will be mailed from the Mayor's Office.

Department of Energy Tour: Board members agreed to move the tour to the agenda in February 2015.

Set Date for next Advisory Board meeting:

- The January meeting is canceled so that Board members can attend the 2015 State of the City Address on Wednesday, January 14, 2015.
- The next Board meeting is scheduled for Wednesday, February 11, 2015, at 6:30 p.m. in the Library Administrative Conference Room on the second floor at BCL–Main.

Call for Agenda Items for future Advisory Board meetings:

- Cash Audit
- Department of Energy Tour

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: