



Beaverton City Library

**Beaverton City Library Advisory Board
Meeting Minutes
February 11, 2015**

Members Present:

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

Absent:

Nikki Kolpakov
Nancy Nkiwane
Julie Scholz
Pam Wagoner

Guest:

- There were none.

Chair Ellen Brash Russell called the meeting to order at 6:31 p.m.

Read and approve minutes of December 10, 2014, meetings:

Chair Ellen Brash Russell called for the approval of the December 10, 2014, minutes. Josh Pond MOVED and Gautam Kottapalli SECONDED the MOTION. It was approved by the Board members.

Public Forum:

- There was none.

Librarian's Report: by Abigail Elder, Library Director

General Comments:

- Abigail introduced new alternate library board member, Erin Woolley.
- Beaverton City Library @ Murray Scholls (BCL–Murray Scholls):
 - Abigail distributed construction photos of the new children's room.
 - After several weeks of construction, doors reopened on Saturday, January 24 and a week later opened the new children's room.
 - Tuesday, February 10, the branch held Storytime in their new space.
- The Song Circle program went very well with 16 people attending.
- Adult Services Division taught technology/library resource classes to Spanish-speaking parents at William Walker Elementary School.
- Mission Citizen, a government student-run group out of Lincoln High School in Portland, will be providing citizenship classes from February – May at the Beaverton City Library (BCL–Main).
- Abigail attended a recruitment fair in hopes of getting a social worker grad student intern in the fall at the library to help library users on how to access social services, and to train staff.
- Children's Division's Yoga Storytime, a special storytime told with movement and play, was a great success. They also held a STEM storytime called Simple Machines program, with a special focus on science, technology, engineering, and math.
- Abigail read December comment cards and Board members read cards from January 2015.

Presentation of Current Statistics:

- Reviewed February 11, 2015, packet with two-months' worth of statistics because there was not a January meeting.
- Abigail provided calendar year-end circulation statistics for January through December 2014.
- Total circulation for December for BCL (combined) was 263,853 items, a change of -5.45% compared to the Washington County Cooperative Services (WCCLS) average of -2.94%. The BCL–Main saw a change of -5.96% and BCL–Murray Scholls saw a change of -3.54% compared to last year.
- Total circulation for January for BCL (combined) was 250,753 items, a change of -13.52% compared to the Washington County Cooperative Services (WCCLS) average of -6.76%. The BCL–Main saw a change of -2.98% and BCL–Murray Scholls saw a change of -53.38% compared to last year.

Trust Fund Expenditures:

- Financial statements for December 31, 2014, and January 31, 2015, were distributed to the Board.

WCCLS Report: by Abigail Elder, Library Director

The WCCLS Executive group is looking at the November 2015 levy and discussed how to have a jump start fund for libraries that will be added or expanded from 2016 – 2020.

Committee Reports:

Beaverton Library Foundation: The Foundation met last week and have three committees for donor relations/grant writing, events, and publicity. If you know of anyone that would be interested in joining, contact Joshua Pond.

New Friends of BCL: The New Friends lease the Book Corner building for \$1 from the City of Beaverton and their lease is up for renewal at the next City Council meeting.

Council Liaison's Report:

Councilor Arnold reported the following updates of City Hall and City Council activities:

COUNCIL PRIORITIES:

City Council held a retreat in January and identified their top eight priorities for 2015:

- Marketing Plan for the city
- Plan for the Public Safety Center
- Creekside Proposal
- Rebuild the city's contingency fund
- Look at non-property tax revenue sources
- Pass the WCCLS levy
- Support the Urban Services Boundary discussion
- Build the city's land acquisition fund

Old Business:

- Mayor Doyle's speech listed three priorities from 2015 State of the City speech were:
 - Capitalizing on Beaverton's "open for business reputation"
 - Passing the Washington County Cooperative Library Services levy
 - Investing in community partnerships

New Business:

- **Cash Audit:**

- Abigail explained several steps that library staff have taken to reduce cash handling. For example, the reference desk has less cash to make change, and computer users are directed to use the self-serve printing stations rather than handing money to staff. The police now transport library deposits to City Hall.
- The Board voted to meet November 18 in place of November 11, 2015, Veteran's Day Holiday.

Set Date for next Advisory Board meeting:

- The next Board meeting is scheduled for Wednesday, March 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:

- Photograph Board Members on March 11
- Review one policy each month
- ALA Policies

Adjournment:

- There being no further business, the meeting was adjourned at 7:52 p.m.

Respectfully submitted by:
Julie Emanuel, Support Specialist II

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