

# LIBRARY BOARD MEETING

## June 26, 2013

**Present:** Doug Erickson, Kathy Graef, Sterling James, Tom Miller and MJ Steele

**Staff:** Holly Mercer, Library Director and Joanna Campa, Library Asst. III

**Absent:** Rebecca Cassidy, Janet Dalgaard, Lisa Dunne and Pam North

**Other's Present:** Mike Jones, City Councilor

Library Board Chair Doug Erickson called the meeting to order at 5:47pm.

**Minutes Approval:** Tom Miller moved to approve the May minutes as presented. MJ Steele seconded the motion. The motion passed 5:0.

**Agenda Review:** No changes were made to the agenda.

### **Directors Report:**

Summer Reading – Library Director, Holly Mercer, told the Board that the summer reading program has started, and we have had large attendance at programs so far. We estimate 2000 people will be signing up for summer reading this year.

Volunteer Breakfast – Ms. Mercer was happy to announce that this year we will be having our Volunteer Breakfast. The breakfast will be held August 24<sup>th</sup> and the theme this year is: Volunteers are our Stars. Staff will do a video to go along with the breakfast instead of the song.

### **Staff –**

- The courier for the city will not be moving forward into the next fiscal year. Ms. Mercer is looking into having staff as well as volunteers help with the community center drop box pickups.
- In attempts to utilize staff to their fullest, she is allocating the time staff spend on public desks by job description. With this allocation, we have been able to add staff to the YS desk during the summer reading program and in preparation for the new parking lot lower level entrance.
- Carole Hull is retiring at the end of June. Her position has been posted internally and the interviews are being held tomorrow.
- There will be some re arranging offices. Holly is moving into Joanna's office, and Joanna will be across the hall from her.

Budget – Ms. Mercer got the final figures today from the County. The end of the year budget will be just fine. She is breaking the budget up into monthly spending so the purchasing is more consistent throughout the next fiscal year. She will be continually evaluating the numbers and see how things are going each month.

Collection – We have purchased some new displays. Staff has signed up to have their own display each month for the items they select.

Library Security – Reference Librarian, Greg Williams has set up a computer program that allows staff at the SORT computer to see what is happening on the self-checkouts screens. This helps staff to see if patrons are having problems or if they are stuck on the incorrect screen. The question was asked about getting RFID gates. Ms. Mercer stated that library security is part of the capital improvement plan.

Outreach Marketing – The West Linn garden club has a member signed up each week to supply fresh flowers in our lobby.

Technology Plan – Ms. Mercer is planning monthly technology projects with staff. This month was installing new computers for staff. Some replaced staff computers will be used as public computers. Next month will be tablets services. We will be working with the YS and Teen areas specifically.

Parking lot- July 10<sup>th</sup> will be the last day to accept bids on the parking lot. The estimated completion date is October. With the lower level entrance from the new parking lot, Ms. Mercer is looking at how we will be working circulation in that area. She is looking into interactive art for families for the parking lot art.

Library Hours – The library hours will be increasing starting July 1<sup>st</sup>. We will now be opening at 10am each weekday.

Family Services – Ms. Mercer has compiled a survey to find out which night works best to have our new family programming. Family programming will kick off in September.

#### **Friends of the Library Report:**

Friends President, Janet Daalgard, was not in attendance for this meeting and previously had asked Ms. Mercer to give the report. The Friends annual meeting was held recently and the officers were re-elected. The Friends will be having a book sale, October 5<sup>th</sup> and 6<sup>th</sup>. It was decided that they will have a membership day. It will be held on July 16<sup>th</sup>. Anyone who signs up or renews there Friends membership will receive a book from the Book Cellar that day. The Friends wound up their year with \$23,000 for both sales and commitments.

### **Foundation Report -**

Ms. Mercer and Doug Erickson met with Sherry Sheng, President of the Foundation. They decided that he will be the liaison from the Library Board on a temporary basis. He will decide which member of the Board should be the permanent liaison. Mr. Erickson purchased book marks to promote the Foundation. Mike Jones stated that at the Foundation's annual meeting, the officers were re-elected. They recently held a successful fundraiser.

Councilor Mike Jones left the meeting at 6:30pm.

### **Planning of the Library Director Reception -**

The Library Advisory Board, Library Foundation, and Friends of the Library are collaborating to have a reception for Ms. Mercer. The City is also interested in celebrating the new accomplishments of the library as well as welcoming Ms. Mercer. A committee is being put together to help plan the reception. The Board decided a Wednesday evening would be a good night to meet.

### **Library Behavior Policy –**

The City attorney made the recommendation that we update our Behavior Policy. Ms. Mercer passed out a draft of the new policy with recommendations included. She asked for feedback from the Board and they discussed the draft. The Board decided they needed more time and will discuss this further at the next Board meeting.

### **Library Signage Policy –**

The Friends have purchased a TV monitor that will go above the Friends book case in the lobby of the library, to promote library events. Before we get inquiries from businesses around the area, Ms. Mercer would like to have a Library Signage policy set in place. She passed out copies of the draft policy to the Board. The Board discussed the policy. **Ms. Steel moved to approve** the Library Signage Policy with the change of the ordering of the priorities for display of information. Kathy Graef **seconded the motion**. The motion **passed 5:0**.

### **Board Comments –**

Ms. Steele stated that the library web page under partners needs to be updated. Ms. Mercer stated that they have been looking at the new website and it is being worked on. She will look into having a picture of the Board added to the web site. Mr. Erickson stated that the City Manager called an Advisory Board Chair meeting. The emphasis was on the downsizing of the employees and the slowdown in the City. Things might take a little longer to get done. The aquatic center will be put on the ballot again.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 7:01pm.

Respectfully Submitted,  
Joanna Campa  
Recording Secretary