

## LIBRARY BOARD MEETING July 24, 2013

**Present:** Rebecca Cassidy, Janet Dalgaard, Lisa Dunne, Doug Erickson, Kathy Graef, Sterling James, Tom Miller and Mary Jo Steele

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

**Absent:** Pam North (*excused*)

**Other's Present:** Megan Thornton, Asst. City Attorney, Mike Jones, City Councilor

Library Board Chair Doug Erickson called the meeting to order at 5:50pm.

**Minutes Approval:** Sterling James moved to approve the June Minutes as presented. MJ Steele seconded the motion. The motion passed 8:0.

### **Directors Report:**

**Library Activities** – Holly Mercer gave a report on library activities.

Summer Reading Program – So far we have sign up's of Kids – 1640, Teens – 435 and Adult – 338. We are still encouraging patrons to sign up throughout the summer!

Volunteer Breakfast – The Volunteer Breakfast has been rescheduled to September 28<sup>th</sup>.

Reception – The Foundation, Friends of the Library and Library Advisory Board are holding a reception to celebrate the Library's recent and upcoming achievements. The reception will take place on August 20<sup>th</sup> from 6pm-7:30pm in the library's Community Room and the lobby. The City of West Linn will also be involved, helping out with refreshments and support from the City Council. Each organization will have a table and information about their programs to share with patrons. Ms. Mercer has put together an Annual report, with statistics about the Library that will be handed out.

Staff Training Day – The library will close on Monday, October 14<sup>th</sup> for a Staff Training Day. There will be a group program in the morning and breakout sessions in the afternoon with Ruth Metz as the featured speaker.

Employee Recognition – The City hosted an Employee Recognition dinner for City employees on July 10<sup>th</sup> at the Adult Community Center. Joanna Campa, Library Asst. III, was recognized for Outstanding Achievement, along with 3 other City Employees.

Budget – The YR 14 budget is right on track and going well. The new system of tracking expenditures is working great.

Collection - We are now purchasing materials for our Family and Young Teen collection.

Outreach/Marketing –

- Kid's First Pediatric Clinic contacted the library wanting to help with our summer reading program. It was decided that they would purchase gift certificates for ice cream as prizes if kids finished a second reading log.
- Rotary Membership – Ms. Mercer is now a Rotary member here in West Linn.
- Lions Club - Next week she will be making a presentation to the Lions club and sharing information about the library with them.
- The library participated in the Old Time Fair's parade this year. The theme of our entry was Robots with staff and kids dressed up in costume. We won second place in the Children's entry and a trophy for Best Overall Entry.

Current projects /updates –

- Technology – Our Network office is doing a catalog update. City IT will be upgrading our internet speed in the library. We now have digital signage installed above the Friends bookshelf.
- Parking Lot – Construction begins August 5th and should be completed October 15th. Our bid came under budget. Because of this we maybe be able to rework our capital improvement budget to help redesign our children's room.
- Expanded Hours – Patron's appreciate the extended hours. We've been seeing 45 – 50 patrons an hour during the 10am-11am time on Monday, Tuesday and Wednesday.
- Remodel Plan – The Foundation has been working on a YS design plan. Ms. Mercer would also like the children's area to be aesthetically inspiring. At the August meeting, she should have a vision board available to show the Board. This will be an ongoing project as we see how the entrance from the new parking lot impacts our circulation needs.

Long Term Goals - Ms. Mercer has moved out of the office behind the public computers leaving that office empty. She would like to turn it into a Small Business Center. She is looking into applying for an LSTA grant to help fund the project. It was brought up to possibly rent it out as a revenue source.

**Friends of the Library Report:** Janet Daalgard, President of the Friends of the Library, told the Board they had a membership day on July 16<sup>th</sup>. The Book Cellar had a lot of people who came in for cookies, but not many memberships or renewals. Ms. Daalgard wanted to address the Board about a concern one of their Board members had about buying a prize for the Adult Summer Reading program. They were asked to buy a gift certificate to the 503 Restaurant across the street. Recently the shopping center where 503 is located across the street, has been watching their parking lot for library patrons

and reprimanding them if they are parking there. There was concern with supporting a restaurant in the same shopping center that was reprimanding library patrons and they wanted to buy a gift certificate from another restaurant. At this time Ms. Mercer passed out a flier that a patron, who had parked in the lot, found on their car. She informed the Board that she had called Graymour and let them know that our patrons are not happy they are getting these notices and they have said they will not be going back to their businesses. Ms. Mercer mentioned she'd like to work together with Graymour on some of our future programs. At this time she's waiting to hear back from them. It was discussed to have a meeting with the business owners and let them know that the new parking lot is going in. It was also decided to buy the gift certificate to another restaurant in West Linn.

#### **Foundation Report:**

Mr. Erickson stated he met with Ms. Mercer and Sherry Sheng, President of the Foundation. He is temporarily the liaison from the Library Board, but stated they need to appoint a permanent liaison. They're going forward with the upcoming reception and have raised money to get the matching funds from the City.

#### **Library Policies – Draft for Discussion**

Megan Thornton, Assistant City Attorney, gave background on the policy drafts. When she started with the City of West Linn, she met with then Library Director, Diane Satchwell, and they looked at library polices. It was decided at that time that policies needed to be updated. Ms. Thornton stated that there needs to be clear policies so staff has the tools in writing to deal with difficult situation quickly and calmly, for the safety of staff and library patrons. In recent years there have been more and more hostile environments occurring in the library. Ms. Thornton looked at the policy's the library had in place, and updated them to include the issues and concerns that happen in libraries today.

**Behavior Policy** – Ms. Thornton discussed the changes with the Board in the new policy. It was decided to table adopting the new behavior policy. Mr. Erickson suggested the Board members look it over within the next 2 weeks and email Ms. Mercer with possible changes.

**Computer Use Policy-** Ms. Thornton stated that this policy is specific to the use of the computers in the library and also covers wifi use. It states very clearly for what can be done on a computer at the library. She then discussed the details of the policy with the Board. **MJ Steele moved to approve** the Computer Use Policy, with the revision of defining the age of a child. **Ms. Dalgaard seconded** the motion. The motion **passed 8:0**.

**Collection Management Policy** – Ms. Mercer stated that this is a new policy for the Library. It defines why we purchase what we do and how we purchase it. There is a gift guideline for patron's who gift materials to the Library. Other details of the policy were

discussed. **Ms. Dalgaard moved to approve** the Collection Management Policy. **Tom Miller seconded** the motion. The motion **passed 8:0**.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 7:16pm.

Respectfully Submitted,

Joanna Campa  
Recording Secretary