

LIBRARY BOARD MEETING

March 26, 2014

Present: Rebecca Cassidy, Lisa Dunne, Doug Erickson, Tom Miller, and Pam North

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

Absent: Janet Daalgard (excused), Kathy Graef (excused), Sterling James (excused), Mary Jo Steele

Library Board Chair Doug Erickson called the meeting to order at 5:55pm.

Minutes Approval: Pam North moved to approve the February minutes. Tom Miller seconded the motion. The motion passed 5:0.

Agenda Review: No changes were made to the agenda.

Public Comments – On behalf of the West Linn Food Pantry, Holly Mercer thanked everyone for helping and reinstating Foods for Fines. As a result we collected 2,000 lbs. of food.

Directors Report: Holly Mercer gave a report.

Library Activities and Programs:

- Birthday Summary – At the 75th Birthday celebration Mary Jo Steele talked about the history of the library. There was a large turn out and we gave away all 200 bumper stickers and ran out of cake. The book sale was also very successful.
- Tween Section - The Tween section is now officially complete. It has been expanded and the Tween programming is more successful than ever.

Staff:

- Librarian Position – Greg Williams has resigned to take a position with LINCC. He will be a microcomputer analyst. We have been working through how and if his position will be filled and are considering the needs of the library. It might not be filled in the same way or it might be filled as a program and outreach specialist. Ms. Mercer asked that if the Board had any ideas to please let her know.

- Art April – The art show in April will feature staff art in the first two weeks. The second two weeks it will feature art from students at West Linn High School.
- OLA attendance – Several staff members will be attending the OLA conference in April. Stephanie Hope-Cochran will be attending the entire conference and Ms. Mercer will be going and presenting as well.
- Training series – In order to continue to move forward and adapt to the changing needs of the library, Ms. Mercer and Ms. Hope-Cochran are putting together customer service training for staff. It will be held for two days, with focus on staff support the first day and patron support the second. The second week there will be technology training for staff.

Public Services:

- Laptops for patron use – We are working on getting lap tops available to patrons for check out and use in the library. Now that we have WiFi printing available we are able to do this and offer our patrons the same services as they have on the public desk top computers.
- Just returned carts – We are trying a new service to patrons called Just Returned Carts. We are putting recently returned material that is still on a cart to be shelved in the area of a program, where patrons can browse and find items for check out. We will mark them just returned peer reviewed items.

Outreach/Marketing:

- FOL County meeting – The first Friends of the Library County meeting took place, and the program was very well received. There were approximately 25 Friends in attendance from the different library's in Clackamas County. They discussed and exchanged ideas about what they do at each of their libraries. They found the meeting so helpful that they are now going to have a meeting on a quarterly basis. The next meeting will be held at the Milwaukee Library.
- Eagle Scout Project – The Eagle Scouts are going to be making a picnic table/gazebo area near the new parking lot. It will include a roof to shield from the elements.

Current projects/updates:

- LINCC structure – Kwan Kye, the manager at LINCC has resigned. There is also another position open also. The directors have been discussing getting a

consultant to come in and discuss collectively where the focus and future of LINCC will be. Directors would like to focus on the strength of LINCC.

Longer term goals:

- Teen Services ReVITALization –There will also be a digital media area available to meet the technology needs of the teens and to provide a creative area for self-expression.
- Adult circulation remodel – This remodel is still on Ms. Mercer’s radar. She is looking to consolidate the different points of service we have at the library. She has been look at moving to just having one desk available to patrons that they would be able to do everything at one location. We will be doing a desk study to help analyze the needs of the library.
- Electronic fine payment – This is still being looked at but probably won’t be put into effect until there is more stability at LINCC.
- Online card applications – This is still being looked into and on Ms. Mercers radar.
- Leadership Academy – Ms. Mercer and Ms. Hope-Cochran both attended the leadership academy the City held. The program was very successful

Friends of the Library Update: In Janet Daalgards absence, Ms. Mercer gave the report. She stated that the friends have a higher level of support than they did last year. They’re doing very well and makes sure the money is going back through the library.

Foundation Update: Liaison to the Foundation, Rebecca Cassidy gave the report. The Foundation met last week. They talked about other ways to procure monies for the teen room ReVITALization. They are looking into putting an article in the West Linn Tidings to promote remodel. Rebecca stated she will be going back to work and will need to resign as liaison to the Foundation as she will not be able to attend their meetings.

Small Business Center Guideline Discussion: Ms. Mercer met with the Economic Advisory Board to brainstorm together as to what they feel the need is for the Community with our small business center. What came out of that meeting is that the Library already has a lot of the resources available and we may not need to do anything new but market these services we have to the community. A survey will be sent out to small business owners to see what their exact needs are. When we get that information back, we will be able to know what direction the center will take. Ms. Mercer opened the topic up to the Board for discussion.

The City Council sent out the work plan for the year. The main focus of the work plan was working with Graymour on the parking issue. Ms. Mercer's approach has been building relationships with the businesses in the Central Village. There have been some new business's coming in and she has started working with them building strong relationships. The board expressed support for this approach.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:36.

Respectfully Submitted,

Joanna Campa
Recording Secretary