

LIBRARY BOARD MEETING

September 24, 2014

Present: Janet Dalgaard, Lisa Dunne, Doug Erickson, Kathy Graef, Tom Miller

Staff: Holly Mercer, Library Director; Stephanie Hope-Cochran, Assistant Library Director; Janelle Cook, Library Assistant III

Absent: Rebecca Cassidy (excused), Sterling James, Pam North (excused), Mary Jo Steele (excused)

Visitor: Melinda Robinson, Library Foundation President

Library Board Chair Doug Erickson called the meeting to order at 5:49 pm.

Minutes Approval: Tom Miller moved to approve the August 27, 2014 minutes. Janet Dalgaard seconded the motion. The motion passed 5:0.

Agenda Review: No changes were made to the agenda.

Public Comments: None

Director's Report: Holly Mercer gave her report.

Staff:

- Staff Training Day – The Library will be closed October 13th for staff training day. Holly and Stephanie Hope-Cochran have been working with Mike Smith, retired Library Director of the Hillsboro Library, who will be the featured speaker. The day's events will be based on a spy theme and activities will include "Infoblats" which are five-minute presentations by staff members on different library-related topics.
- Volunteer Appreciation Event – This Saturday, September 27 is the Library's annual Volunteer Appreciation Event starting at 9:00 am. It will be a birthday theme event in honor of the Library's 75 years of service. All Board members are encouraged to attend.
- Memorial for Ellen – The Tales to Tails area downstairs is being transformed and upgraded in honor of past librarian Ellen Credle. Chairs will be reupholstered in dog-theme fabrics. There will be some throw pillows and a new slipcover for the dog bed as well as a new seating area for the kids. Fabric swatches were shown to the Board. Holly would like to have a "Grand Opening" for the area during the Friends' October Book Sale. Tom Miller volunteered to help with this. Kathy Graef inquired where Ellen's name would be displayed and Janet Dalgaard suggested a plaque on the wall in the general vicinity would be appropriate. It was also suggested that including a picture of Ellen and/or the original *West Linn Tidings* article about the start of the Library's Tales to Tails program would be fitting.
- The City Employee Recognition Dinner was held last week and Library Assistant II Bobbie Kelly was honored at the event for outstanding customer service. The employee awards are peer-nominated.

Public Services:

- Digital Magazines – There have been 200 circulations thus far of the Library’s digital magazine service and Holly is hoping the trend will continue upwards. She encouraged Board members to try out this new service if they have not already. One more publisher is supposed to be joining Zinio so more titles should be available in the near future.
- Fall Programming – An October calendar for Library activities was distributed. Holly noted the Scarecrow program was very popular last year and staff is looking forward to offering this program again on October 6. The OBOB Book Club held last week was well-attended.
- Notary Service –The Library is once again offering notary service. There is no charge for the service and it will be available Tuesday through Saturday.

Technology:

- Mobile Circulation – This new technology is now available for staff to use for checking materials in with an iPad. In the future, it will also be used for checking out materials. Some of the City’s parks are being equipped with WiFi so the mobile circulation units could be used at various Library programs in the park.
- 3-D Printing – Research on which printer to purchase is currently underway. There might be certain conditions for use, but the technology will be available free of charge to all patrons.

Current Projects/Updates:

- The Grand Opening for the Small Business Resource Center will be held tomorrow, September 25 from 3:00 pm – 6:00 pm in the RAIN room. Economic Development personnel have been promoting this new community resource as well as community newspapers. The room includes a Mondopad which is a giant all-in-one collaboration touch tablet.

Longer Term Goals:

- RFID – The Clackamas County Library Directors are planning to meet with the Washington County Library Directors to learn about their experiences with RFID on October 10th.

Friends of the Library Report: Janet Dalgaard mentioned the dates for the October Used Book Sale and noted that the hours scheduled for Friday are for Friends only members. Memberships can be purchased the day of and will cover each member for the remainder of 2014 and 2015. Janet also reported the following sources of income: Book Cellar (\$12,280); Book Shelf in Lobby (\$5,740); Donations (\$4,030); and the Overstock Book Sales (\$2,000). The Friends have given almost \$30,000 to the Library in the past year.

Foundation Update: Foundation President Melinda Robinson expressed her enthusiasm for the momentum the Foundation has established recently. She is looking forward to collaborating with the Library Board to determine how each group can work together for the good of the Library. Melinda welcomes any comments on future partnership. The Foundation currently has eight members and is in the process of recruiting others. Their most recent challenge grant last Spring raised \$5,000 which was generously matched dollar for dollar to make a \$10,000 donation to the Library for the purpose of the Teen ReVITALization project. Melinda gave kudos to the Library staff for creating a new and exciting space for teens on a limited budget. The Foundation’s annual appeal letter will be going out soon and they recently met with the Wilsonville Public Library Foundation Board to learn how to be more effective. Tom suggested they should also meet with the Tualatin Public Library Foundation. It was discussed how much nicer it is to have a tangible goal for fundraising because it makes communication easier. A future project the Foundation may take on is raising funds for the MakerSpace area downstairs (MiY Lab). This space will be for exploring and

learning technologies that would not necessarily be available to learn at home or school (such as the 3-D printer). Melinda inquired about a liaison from the Library Board to attend the Foundation meetings. Doug said the Board has a possible name, but he needs to confirm and in the meantime, he will volunteer to attend the meetings if he is available. Both Tom and Lisa Dunne volunteered to be back-ups if Doug is unable to attend.

Board Terms – There are three Board members whose terms will expire in December. Holly advised that City Recorder Kathy Mollusky will be in contact with these individuals. Doug asked about term limits and Holly read the policy as it currently stands. However, she noted this policy is being reviewed and it has been suggested that all City Advisory Boards have the same terms and term limits. Holly solicited feedback from the Board on this subject. Tom stated whatever the City deems appropriate for all advisory committees would be OK with him, but nine members on the Library Board is a good number to keep in effect.

Board Meeting Schedule – The next Board meeting will be held on October 22, 2014 at 5:45 pm. Due to the fact that the Thanksgiving and Christmas holidays both conflict with the usual Board meeting times, it was decided to hold one meeting in early December. The meeting will be Wednesday, December 3 at 5:45 pm.

Board Comments: No comments

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:38 pm.

Respectfully Submitted,

Janelle Cook
Recording Secretary