

LIBRARY BOARD MEETING

February 22, 2012

Present: Janet Dalgaard, Lisa Dunne, Doug Erickson, Kathy Graef, Tom Miller, Pam North, Mary Jo Steele

Staff: Diane Satchwell and Joanna Campa

Absent: Sterling James (*excused*), James Milne (*excused*)

Library Board Chair Doug Erickson called the meeting to order at 5:45pm.

Minutes Approval: Tom Miller moved to approve the January minutes. MJ Steele seconded the motion. The motion passed 7:0.

Agenda Review: No changes were made to the agenda.

Welcome New Board Member: The Library Board introduced themselves to the new member, Lisa Dunne. Ms. Dunne introduced herself to the Board and gave a brief background including how she loves the library and is happy to be a part of the Board.

Directors Report:

Library Director Diane Satchwell had a handout for the Board with a list of updates she wanted to discuss with them.

Binder Update – Ms. Satchwell discussed with the Board what they felt should be included in their personal Library Board binders. It has been a while since the information in the Binders has been updated and Ms. Satchwell felt with the addition of the new Board member it would be a good time to update the binders. She discussed how she would like the binders to include information that would help the Board present to City Council when needed. After the discussion it was decided that new binders would be purchased for the Board members and Ms. Satchwell and Joanna Campa would work on updating information and present the binders at the next meeting. It was also decided to keep a master archival binder if the Board wanted to review past meetings and information.

Statistics – Ms. Satchwell informed the Board that the library has purchased two people counters. The counters were installed at the upstairs lobby entrance and the lower level entrance. Information can be downloaded by USB drive so we can get a true count of how many patrons are using the library. In the past the count has been estimated so Ms. Satchwell is excited to get the true count of how many patrons are using our library.

She is also excited to use these numbers to compare our patron count verses our FTE to compare with other Libraries.

Parking – The City has looked at the property, but we have not heard anything back as of yet. Ms. Satchwell is working on agreements with neighboring businesses to use their parking lots after hours for staff and special library events.

Budget - Ms. Satchwell handed out a sheet of statistics for each Library included in the Library District. Information included total hours each library is open, FTEs and funding distribution. Ms. Satchwell would like to work with the Board and come up with ways to promote the value the Library brings to the City. Mr. Erickson brought up the idea of working with Ms. Satchwell to design a survey using survey monkey that could be put up on the web site and have it available to take in the Library. Ms. Satchwell informed the Board that the City recently did a survey and the Library did very well.

Future Updates - Ms. Satchwell would like the Board to let her know via email, the information they would like presented at future meetings.

Library Chair Doug Erickson left the meeting at 6:35pm.

Friends of the Library Report:

Friends of the Library President Janet Daalgard stated that there is a Friends meeting, Wednesday March 7 at 6pm. Also, it is that time of year that memberships are due and have gone out in the mail.

Foundation Report: Ms. Steele was unable to attend the Foundation meeting but did talk to them about the Murder Mystery night. She will be presenting the idea to the Foundation at the next Foundation meeting.

Board Comments: Ms. Steele asked if it was possible for Ms. Satchwell to take the Board on a Library Field trip. The previous director had done this a few years ago and she was hoping to get an updated tour for the Board by Diane. Ms. Satchwell thought this was a wonderful idea. More information to follow at a future meeting.

Pam North discussed with the Board to watch what is going on with Multnomah County. They will be going through many changes with their upcoming budget cuts.

There being no further business, Tom Miller adjourned the meeting at 7:00pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary