

# LIBRARY BOARD MEETING

## August 28, 2013

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

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

**Absent:** Sterling James (*excused*), Pam North (*excused*)

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

Library Board Chair Doug Erickson called the meeting to order at 5:48pm.

**Minutes Approval:** Tom Miller moved to approve the July Minutes. Janet Dalgaard seconded the motion. The motion passed 6:0.

MJ Steele entered the meeting at 5:52pm.

**Directors Report:** Holly Mercer gave a report.  
Library Activities

- Summer Reading Program – The summer reading program continues to be a big success. This is the last week to turn in reading logs. So far there has been 300 second reading logs turned in!
- Volunteer Brunch - The Brunch is set for September 28. The theme this year is Volunteers are our Stars. Ms. Mercer invited the Board to attend.
- Director Reception – Ms. Mercer thanked the Board for the reception, as well as those that were able to attend, for their help in making the reception a success.

Staff:

- Staff Update – We are losing a few pages as they go off to college. We have hired 3 new pages, all of whom have started or are starting this week.
- The next staff meeting is on September 12. We will be discussing the upcoming changes with the parking lot and new circulation department downstairs.
- Budget – The new budget process is going well. Holly has streamlined the process so ordering is spread out throughout the year.

#### Public Services:

- Family programing – Family programs are starting September 16<sup>th</sup> with Grammy Award winning singer and songwriter, Barbara Bailey Hutchison. There will be an article in the paper promoting the event. Family Scarecrows are coming in October.
- Self check-out Upgrades – The software at the self check-out stations has been upgraded. The new software is more patron friendly and gives prompts to help patrons check out successfully. There is a new feature where you can get your receipt emailed to you.
- Website update – Our website is currently being updated. Ms. Mercer saw the draft of the site this afternoon and says it is very user friendly and has a streamlined look.

#### Outreach/Marketing :

- Patron Welcome Email – Ms. Mercer is working on sending a welcome email to patrons who approve of receiving and provide us with their email when they apply for a new card. The email will have helpful tips and share important information about the library. It will also include links to the Friends and Foundation websites.
- Chamber of Commerce – The library will be hosting a Chamber of Commerce Business After Hours meeting on September 19<sup>th</sup>. Ms. Mercer will have a chance to talk and share information about the library with people who might not have normally heard about our services. This is also a great networking event.

#### Current Projects/Updates:

- New cataloging system – A new cataloging system is coming. This will make our linc website easier for patron's to use when searching for materials and placing holds.
- Internet Speed – Our Internet speed will soon be upgraded. In the afternoons the internet speed slows. This update will help keep our internet speed up during these times.
- Digital signage –The new digital signage has been working great. We have noticed that with the signage sales at from the Friends Bookshelf have increased.

- Parking lot – Construction on the parking lot is moving right along and is on target to be finished in mid-October. There was a minor change that more trees had to come out than originally thought, because the root system was being compromised and they would die.
- Youth Department Rejuvenation and Remodel – At the Director Reception the Foundation handed Ms. Mercer a check for \$20,000 to go towards the remodel of the YS area. The plans for the remodel are on display downstairs for patrons to see. The biggest change will be the new preteen area.

Long term goals:

- Small Business Center – Ms. Mercer would like to put together a small business center. She would like to have it set up in the office behind the computer lab upstairs. The Chamber had stated they were excited about this possibility and that they had been looking for a center for members to use.
- Internship Program - We recently had an intern work with us this summer. Ms. Mercer would like to start an internship program to be in place for applicants next summer.

Ms. Mercer also mentioned that the plan is to have a representative from the library be in attendance for the Parent nights at schools this fall.

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

Friends of the Library President, Janet Daalgard, gave the update. She told the Board that things in the Book Cellar are going very well. She's thinking the attention from the digital signage is sending more people to the store. They are having a Book Sale on October 5<sup>th</sup> and 6<sup>th</sup>. Ms. Daalgard thanked Ms. Mercer for giving the Friends more space in the storage room.

#### **Foundation Report:**

Board Liaison, Doug Erickson, gave the report. A meeting was held on Monday, August 19<sup>th</sup> where it was decided to give \$20,000 to Ms. Mercer to use with her discretion to remodel the Youth Services area. The Foundation has been working on getting their own updated web site up and running. They are also looking at more ways to raise money. As Mr. Erickson was the temporary liaison from the Board, Rebecca Cassidy was asked if she would like to be the permanent liaison to the Foundation, and she agreed.

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

**Behavior Policy** – Mr. Erickson stated he felt the Board should vote on the Behavior Policy this evening, as it had been tabled from the last meeting. A revised draft of the Behavior Policy was passed out to the Board. The board discussed the policy and the

changes that had been made to it. Ms. Steele asked that the L in the Library be capitalized throughout the policy as it was a truncation of the West Linn Public Library. **Tom Miller moved to approve** the Behavior Policy with this revision. Janet Daalgard seconded the motion. The motion **passed 8:0**.

**Board Comments:**

Ms. Mercer asked the Board to look at the upcoming meeting dates listed on the Agenda. She asked the Board if they wanted to combine the November/December meeting and hold it December 4th. The Board agreed and the website will be updated.

There being no further business, Library Board Chair, Doug Erickson adjourned the meeting at 6:42pm.

**Respectfully Submitted,**

**Joanna Campa**  
**Recording Secretary**