

LIBRARY BOARD MEETING

September 25, 2013

Present: Rebecca Cassidy, Janet Dalgaard, Doug Erickson, Kathy Graef, Sterling James Tom Miller and Pam North

Staff: Holly Mercer, Library Director

Absent: Lisa Dunne (*excused*), Mary Jo Steele (*excused*)

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

Minutes Approval: Janet Dalgaard moved to approve the August 28, 2013 Library Board Meeting Minutes as presented. Tom Miller seconded the motion. The motion passed 7:0.

Directors Report: Holly Mercer gave a report.

August Library Statistics:

- Self-check out circulation increased 5% in August, and there was a 6% increase in library users.

Library activities and programs:

- Family programs – There was an article in the West Linn Tidings Central Village insert about Family programs at the library.
- Volunteer brunch – The volunteer brunch is scheduled for this Saturday, September 28th. All volunteers, including board members, are invited to attend.
- Library Card Sign Up Month – Holly has set a goal of having 18,000 registered library card holders by the end of September as it is Library Card Sign-Up Month.
- College Savings Plan – Two Summer Reading participants won scholarships through the Oregon College Savings Plan. The library will receive \$500.00 as a result.

Staff:

- Safety training – September 18th – Staff attended safety training on the 18 at City Hall. It was presented by two Officers and was very well received by staff.

- Staff meeting – The next staff meeting is scheduled for October 3rd. The meeting will focus on the changes occurring with a circulation desk being added in the Youth Department.
- Staff In-Service – The library will be closed on October 14th for a Staff in Service Day.

Public Services:

- Library 75th Birthday celebrations – Plans are underway for the library birthday celebrations. Included in the plans are displays about the library's history and about the late 1930's, the time period the library was established in.
- Self Check Out Stations – There have been software changes to the self check out stations. The most notable change is the addition of an option to have a receipt emailed.

Outreach/Marketing:

- Patron Welcome email – Patrons who sign up for a card are now receiving a welcome email. The email lists information about the resources available at the library and ways to fully utilize a library card.
- Chamber of Commerce Business After Hours – The library hosted a West Linn Chamber of Commerce Business After Hours event on September 19th. Information on various services of the library was presented.
- University of Oregon Architecture students – On October 4th students from the University of Oregon will tour the library. Holly will present her viewpoint on what to consider when designing a library.

Current projects/updates:

- Technology: The library catalog software will be updated in October, digital signage will be added to the Youth Services Department, and the internet speeds at the library have been increased.
- Parking lot – the completion of the additional parking lot is on schedule and will be finished mid-October.
- Roof repairs – Repairs to the roof will start on September 30th. It is estimated that the project will take about a month.

- Youth Department – The remodel of the children’s area is on schedule. It is scheduled to debut on October 14th.

Longer term goals:

- Small business Center – plans to add a Small business center are progressing. Business support for the idea is increasing.
- Internship program – The library Internship program is the organizational stage. The plan is to have the program ready by next spring.

Friends of the Library Report:

Friends of the Library President, Janet Daalgard, gave the update. They are having a Book Sale on October 5th and 6th, with a Members only sale beginning at 10:00 on the 5th.

Foundation Report:

Holly Mercer gave the report. The Foundation Board will be visiting the Wilsonville Public Library on October 17th to talk with their Foundation members. The Foundation is also working on procedures for business sponsor recognition.

Library Policies – Draft for Discussion:

Meeting Room Policy – Trustees discussed a draft Meeting Room Policy. Director Holly Mercer expressed a desire to offer use of the meeting room to the community within the guidelines written in the draft policy. Input from the Board on the draft policy was given. Holly will compile a revised draft and present it at the next meeting.

There being no further business, Library Board Chair, Doug Erickson adjourned the meeting at 6:29pm with a motion from Janet Dalgaard and a second from Pam North.

Respectfully Submitted,

Holly Mercer
Library Director