

LIBRARY BOARD MEETING

October 23, 2013

Present: Janet Dalgaard, Lisa Dunne, Sterling James, Tom Miller and Mary Jo Steele

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

Absent: Rebecca Cassidy (*excused*), Doug Erickson (*excused*), Kathy Graef (*excused*) and Pam North (*excused*)

Library Board Vice Chair Tom Miller called the meeting to order at 5:50pm.

Minutes Approval: Sterling James moved to approve the September 2013 Library Board Meeting Minutes. Janet Dalgaard seconded the motion. The motion passed 5:0.

Directors Report: Holly Mercer gave a report.

Library activities and programs:

- Family Night – Scarecrow Making– This was the second family program night we have held and there was a larger than expected turn out. This year patrons made their own scarecrows right here at the library. There were guest judges to give out the awards. The scarecrows are now on display in the library. Our next family program, game night, is scheduled for November 18.
- Volunteer Brunch, September 28 – The brunch this year was very successful. Everyone had a great time and we're looking forward to next year.

Staff:

- Staff Training Day, October 14 – Staff training day was held on Monday, October 14 and it went well. The trainer that Ms. Mercer had hired to present to the staff cancelled at the last minute, but Holly was able to give the presentation to staff in her absence. Ms. Mercer mentioned that she would like to make the training day an annual event. Next year she would like to hold the training off site as there were too many distractions throughout the day here at the library.
- Staff meeting – Our next all staff meeting is Thursday, November 7.
- Spirit Week – Ms. Mercer would like to have a spirit week the week of the Civil War game. This event is still in the planning stages.

Public Services:

- Library 75th Birthday celebration – The Mural is on track to be finished in March for the celebration.
- Circulation in Youth Services – The circulation desk in the YS area is now open. We don't have the volume that we expected as the parking lot is not open yet. This has helped us have a soft opening and work out some logistical issues with ease.

Outreach/Marketing:

- Lions Club meeting, October 21st – Ms. Mercer attended the Lions Club meeting this week to ask for support with installing handicapped doors for the downstairs entrance. No decision was made during the meeting but she is hopeful.
- Bolton Neighborhood meeting, October 21 – Ms. Mercer also attended the Bolton Neighborhood meeting. She gave them information about the new parking lot.
- University of Oregon Architecture students, October 4 – The walk through with the University of Oregon students and instructor went very well. Ms. Mercer answered questions and gave them information about the new parking lot.

Current projects/updates:

- Technology – Enterprise Update – The Lincc.org county website upgrade is up and running today. The updated site is more user friendly. Ms. Mercer said the library directors feel more unified with the site as a county. The West Linn Library website is being updated and should be ready in November to tie in with the county's website.
- Parking Lot – Timeline – This week the final curbs and the lighting for the parking lot are going in. After that the landscaping will be put in and finished. The lot should be open by the end of next week. Ms. Mercer mentioned she would like to put in a picnic table for patrons to enjoy. Lisa Dunne stated it might be a good idea for an Eagle Scout to make the picnic table for the library. Ms. Dunne will look into getting contact information for Ms. Mercer for this project.
- Roof Repairs – The roof repairs are still in progress. The warm weather has been helping them move along quickly. Another project going on has been the siding

on the library. The landscaping has also been cut back as there was much over growth over the summer.

Longer term goals:

- Internship Program – Even though the Internship program hasn't been officially announced, we have been getting great word of mouth exposure with students who are interested in the program. We have had several applicants' contact us about being interested in the program and have already had interns shadowing staff.

Friends of the Library Report:

Friends of the Library President, Janet Dalgaard, gave the update. The Friends had their book sale. They made around \$1000 at the sale. They had a huge cleaning project and anything that was 3 years old or older was sold or given to Good Will. This made room for new merchandise in the store.

Foundation Report:

Ms. Mercer gave the update. The Foundation members took a field trip to the Wilsonville Library. They spoke with the President of their Foundation about their challenges and successes. They had lunch and great discussion. The Foundation is also working on having a musician come in for the 75th birthday celebration in March.

Much of the new furniture that was purchased for the YS area remodel has come in. This remodel was made possible with funds raised by the Foundation. Mr. Miller made mention that it might be a good idea to do a press release after the remodeling project is finished to let the community know what the Foundation had raised money for and the to bring awareness to the Foundation.

Library Policies – Meeting Room Use Policy

Ms. Mercer presented the Board with a draft of the Meeting Room Use Policy with input they had given her from the previous Board Meeting. She discussed the updated policy with the Board. A change was made in the wording as to commercial enterprises who would be interested in using the Meeting Room, and that it would be at the discretion of the library director. **MJ Steele moved to approve** the Meeting Room Use Policy with the changes made from tonight's meeting and for the policy to go into effect when the new parking lot opens. **Sterling James seconded** the motion. The motion **passed 5:0**.

There being no further business, Library Board Vice Chair Tom Miller adjourned the meeting at 6:35.

Respectfully Submitted,
Joanna Campa
Recording Secretary