

LIBRARY BOARD MEETING

April 30, 2014

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

Staff: Holly Mercer, Library Director, Assistant Director, Stephanie Hope-Cochran and Joanna Campa, Library Assistant III

Absent: Lisa Dunne (*excused*) and Pam North (*excused*)

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

Minutes Approval: Tom Miller moved to approve the March minutes. Rebecca Cassidy seconded the motion. The motion passed 0:7.

Agenda Review: Mr. Erickson made an addition to the agenda to add Zinio under the Director's Report.

Public Comments: Julie Blake, retired librarian with the West Linn Library, read from a prepared statement. She told the Board she was concerned about the undefined and new direction of the library.

Directors Report: Holly Mercer gave her report.

Staff:

- Librarian II position – We have two librarian positions open at this time. Both are Librarian II positions. We also have a position open for an on call library aide.
- Staff committees – We now have 6 new staff committees. Each committee is to provide input and give ideas about their committee to their peers. Each has met and will give a presentation at tomorrow's staff meeting. The committees are:
 - Communications committee – This committee will outline ways to improve external and internal library communications in a consistent, positive, professional, and engaging way.
 - Social committee – This committee will help community among library staff, organizing events and recognizing employee milestones.
 - Best practices – This committee will collect and recommend solutions to library challenges and share library service opportunities based on researching best practices of libraries that excel in their services and programs.

- Recognition committee – This committee will identify and recommend ways the library can recognize and thank staff for their contributions, dedication, and commitment to the library.
 - Training/Continuing Education committee – This committee will evaluate and recommend trainings, help to organize library trainings, and promote the value of continual learning in the library.
 - Orientation committee – This committee will identify and implement ways to welcome new staff to the library.
- OLA attendance – Last week was the OLA conference. Many of the librarians were able to drive together and attend the conference. They all learned a lot and are looking forward to trying the new ideas here at the library.
 - SRP intern – We have a paid intern librarian position available. The internship will last for 3 months and focus on the Summer Reading Program.

Public Services:

- Laptops for patron use – Now that we have wireless printing that can be accessed from anywhere in the library, we are working on getting laptops available for patrons to check out and use in the library. These will also be helpful during the times when the public computers are in use during computer classes.
- Just returned carts – These carts are full of material that patrons have just returned. We are putting these peer reviewed carts out during programs like Storytime.
- Blu Ray Collection – Assistant Director, Stephanie Hope-Cochran, is working on getting our new Blu Ray collection set up and out and ready for patrons.

Outreach/Marketing

- Gramor meeting – Ms. Mercer had a successful meeting with Gramor last week. She met with their new facilities manager. During their talk with Ms. Mercer they agreed to make their parking lot available to our patrons during the library's highest attended events.
- Library Posters – Lori Hall, the City's new Citizen Engagement Coordinator, has been working with the library and its promotions and posters.

Current projects/updates:

- LINCC leadership – Interviews for the new LINCC manager are taking place this Friday. Ms. Mercer will let the Board know when they have a new hire.
- Quilt preservation – A committee is working on a way to make sure the Centennial quilt is preserved. They are concerned with the UV rays that come in through the windows that it could be damaged. The Board also talked about if the quilt should be displayed in different buildings throughout the City.
- Bamboo room updates – Ms. Mercer encouraged Board members to take a look at the table we now have in the Bamboo Room. This is a table that was previously used up at City Hall. We will also be getting new chairs for the room.

Longer term goals:

- Small business Center – We currently have a survey for resource business owners asking them what they're looking for in a small business center. Once that data is collected we will be able to move forward.
- Teen Services ReVITALization – The foundation is continuing to raise money for this project.
- Adult circulation remodel – A desk study is going to be done so we can look at the service area as a whole.
- Electronic fine payment – We are still working with LINCC on this and once they have stable leadership in place we will be able to move forward with this.
- Online card applications – As above, once LINCC has stable leadership we will be able to move forward with this.

Zinio – Zinio is a Digital magazine service that is like an ebook. The magazines can be checked out and then downloaded. The service would have an initial cost to it and then you pay for each magazine you have available. There are 850 magazines available to choose from. It was discussed to find out if there was a possibility to have a trial of the service before signing up. The Board also discussed possibly doing a survey to get feedback from the community if they would be interested in using the service.

Friends of the Library Report: Friends of the Library President, Janet Dalgaard handed out statistics about the sales of the Books Cellar and the upstairs shelf. She stated that sales are going really well. She mentioned that Rebecca Cassidy had recently redone the Green Boards that are displayed in the library's hallway to give them an updated look.

Foundation report: Foundation liaison Rebecca Cassidy gave the report. Procurement letters went out recently and hopefully will bring in some new donations. Ms. Cassidy stated that she needs to resign her position as foundation liaison as she's going back to work and will be unable to attend the meetings. Melinda Robinson is the incoming Board President.

Board Comments: Tom Miller stated that last week he attended the OLA conference. He attended a breakout session that was entitled Selling the Library. Mr. Miller stated that the session was presented by Ms. Mercer, our very own Library Director. He stated that she did a fantastic job. He also stated that the session was a full house with many of the neighboring library directors in attendance. He stated, she represented West Linn and the community well.

Doug Erickson also wanted to add that he is supportive of the leadership here at the library.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:30pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary