

LIBRARY BOARD MEETING

October 22, 2014

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

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

Absent: Lisa Dunne (*excused*)

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

Minutes Approval: Tom Miller moved to approve the September 24, 2014 minutes. Kathy Graef seconded the motion. The motion passed 8:0.

Agenda Review: No changes

Directors Report: Holly Mercer gave a report.

Staff:

- Staff Training Day, October 13th –The Staff training day went very well. The day had a secret agent theme. There were a variety of activities and breakout sessions. Some staff members presented “Infoblats”. We are implementing some of their presentations.
- Memorial for Ellen, Saturday @ 12:30 – The chairs and dog covers are finished and we will be dedicating the Tales to Tails space with the newly renovated furniture on Saturday at 12:30 in Ellen Credle’s honor.
- Engagement Survey – The employee’s will be participating in a survey with Dr. Darryl Beck. He was part of a team building activity on our recent staff training day. This survey is a time for us to look collectively at our strengths and areas of improvement. The staff will be presented with results at our monthly Staff meeting on Wednesday, November 5th. Following the presentation, there will be action-planning sessions.

Public Services:

- Patron Behavior – There was a patron who violated our Computer Use Policy and Oregon Law. The police were involved in the investigation and he was arrested. The DA is putting the case together against him. He has a no contact order at this time for the Library.
- Baby Sign Language Series – This is a weekly series being made possible by the Ready to Read grant. It started last week and this week has already doubled in size!

Outreach and Connections:

- Hosting of Rotary (October 15, 2014) – Ms. Mercer hosted the monthly Rotary meeting at the Library this month. She gave attendees a tour of the Small Business Center.
- Annual Director’s meeting – This meeting was held this month. She talked about the Small Business Resource Center at the meeting.
- Arch Bridge Open House – The library hosted an open house organized by the City new Arch Bridge project.
- Instagram – One of our “Infoblats” was presented by Joanna Campa that involved using Instagram to promote the library. Instagram is an online mobile photo/video-sharing and social networking service. It was decided the library will use the City’s Instagram account once a week starting out and see how the program works.
- Seed Library – Another “Infoblast” was presented by Bobbi Kelly. It is a seed sharing program. We are looking into partnering with the Garden Club on this project.
- Volunteer Brunch – The Volunteer Brunch went very well on Saturday, September 27th. Ms. Mercer thanked all who were able to attend.

Technology:

- Mobile Circulation – We are now able to do mobile circulation on a tablet.
- 3D printing – We are working with IT to get the 3D printer up and running in the new Makers space area.

Project Plans: Ms. Mercer outlined the upcoming projects for the Board. The Board then discussed the upcoming projects, including the possibility of expanding weekend hours in the future.

<u>Project</u>	<u>Target Completion date</u>
Teen ReVITALization	December 1, 2014
Staff scheduling rotation	January 1, 2015 (start rotation)
MiY Lab	June 1, 2015(include in 2015 SRP programming)
Tutoring Center	December 1, 2015
Upstairs Circulation Remodel	December 1, 2015
Media Room rearranging	June 1, 2016
RFID and material handling installation	December 1, 2016

Friends of the Library Report: Janet Daalgard gave a report. The Friends of the Library book sale is coming up this weekend. There are many books for the sale. The sale starts on Friday at 10:30 am with a presale to Friends members only and continues throughout the weekend from noon to 4:30 each day.

Foundation Update: Holly Mercer gave the report. The Foundation just sent out their Fall fundraising letters. The matching funds that were raised over the summer are now being used for the Teen area Revitalization.

Library Community Survey: Ms. Mercer would like to start an annual community survey. It would be a short survey with just a few questions. She would like to have the same questions each year so we could watch to see what the changing community needs and also watch trends. The City will be doing a survey during November – December time frame. She would like to have the Board look at the questions she has prepared and give her feedback. She's would like to look at the survey again at the December meeting and have it ready in January to go out to the community. The Board then discussed the survey with Ms. Mercer.

Board Comments:

MJ Steele stated that some of her students came in for a tour of the Library. She was unable to attend as she had to stay with other students. The students who attended were very excited about the library and those who didn't have library cards brought back applications to get one.

Ms. Steele also mentioned that in the Portland Tribune a few weeks ago they did an article on our Board Chair Doug Erickson! It was in regards to the Lewis and Clark collection. She stated said it was a very nice article and the Board members should check it out.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:27pm.

Respectfully Submitted,

Recording Secretary
Joanna Campa