

Library Advisory Board Minutes

September 23, 2015

Present Board Members-Sterling James, Lisa Dunne, Pam North, Kathy Graef, Janet Dalgaard
Mary Jo Steele, Board President, Tom Miller, Board Vice Chair

Absent: Rebecca Cassidy (*excused*)

Melinda Robinson, President of the West Linn Library Foundation (*excused*)

Staff: Doug Erickson, Library Director, Melanie Nelson, Assistant to the Director

Call to Order, Mary Jo Steele called to order at 5:45 pm. Minutes Review (8-26-15) Motion to approve minutes by Tom Miller, seconded by Sterling James. Minutes approved 7:0.

Agenda Review- Moved to approve agenda with no additional items by Tom Miller, seconded by Sterling James. Agenda approved 7:0.

Public Comments- None.

Library Director's Comments & Report-

- Late Night at the Library- Doug discussed the event sponsored by the Library Foundation on Wednesday, September 9, 2015. We had several vendors here including; Chiros Loco, Sub Zero, Elements Massage, You & Eye and the Library Foundation gave away Voo-Doo doughnuts and pizza. We also had a live Jazz Band which received a nice tip from some customers at 503 restaurant that enjoyed the music. There were 15 volunteers that were helping with parking as well as shuttling patrons from Hammerle Park. Cowl the Owl –the City Mascot was also greeting patrons. We estimate there to be approximately 300 visitors during the event, which is a great turn out with the Back to School Night at the High School also taking place at the same time.
- Adult Programing-Trivia Night at the Library on September 24th from 7-9pm. The last Trivia Night was held at Linn City Pub and was a very successful event. We have invited Pete's Mountain Winery to the event to serve beer and wine to the patrons. The library will offer pizza by the slice (\$2.00 each) and soda's (.50 each) as well. We are very excited about this event. Upcoming Adult programs include: October- Oregon Humanities- A conversation with Alex Sager from PSU on Tuesday, October 6th at 6:30pm. In November, - "Literary Corps of Discovery" The impact of Lewis and Clark and the American Imagination, presented by Doug Erickson, Library Director.
- Emergency Preparedness Fair- On September 24th the Emergency Preparedness Fair will be taking place at the Latter Day Saints Church on Rosemont Road from 4-8pm. Doug and a staff member along with a few volunteers will attend with books on emergency preparedness with mobile check out. Topic of discussion for Doug will be the benefit of the LINCC optic network to be installed in December or January.

- New Staff- Doug made the announcement of Caitrin Lenartz, Library Assistant III, she will be the Volunteer Coordinator. Caitrin was our Summer Intern for the Summer Reading Program and did a fantastic job working with staff and volunteers throughout the summer. The staff is very excited to have Caitrin join the library team.
- Public Computer Labs- The computers in the lab have been turned around to face the East wall (where the R.A.I.N. room is located). This move was done to ensure the safety of all patrons. This move hasn't seemed to be an issue with any of the patrons.
- Notary Training- The city would like the library to have notaries on staff. Doug, Rick, Joanna and Melanie will be attending a notary class in Bend, OR on Thursday, October 8th. This training will allow for flexibility for notary services in the community. City Hall currently offers notary services, however, they will be discontinuing this service.
- Wi-Fi Hotspots- The city will be installing new routers for better Wi-Fi services. These locations include: City Hall, Parks and the Library.

Friends Update – Janet Dalgaard.

- The next Book Sale will be October 23rd – 25th. Friends members will be allowed in for early part of sale on Friday, October 23rd at 10am. Janet stated that the Friends are always looking for volunteers to help set up for sale. The Friends have also generously agreed to pay for half of the Zino E-Magazine subscription, platform and content.

Foundation Update – President, Melinda Robinson (*absent*)

- Doug touch base on the success of Late Night at the Library as well as upcoming events sponsored by The Foundation. The Library Foundation was the sponsor for the Late Night at the Library event and was very excited to be participating. This is an excellent way for the Library Foundation to connect and engage with the community and patrons.

Board Comments- Discussion regarding the scheduling of Library Advisory Board- 4th Wednesday of the month. The municipal code reads: 2.045 Meetings; Rules of Procedure; Attendance.

(1) Meetings. Citizen advisory groups shall meet as needed to accomplish the duties assigned to the group, the Council goals and other business needs of the City.

Mary Jo Steele suggested that she will send out an email announcement regarding if a Library Advisory Board meeting is necessary that month. Melanie will continue to post any cancelled or rescheduled Library Advisory Board meeting in the Library as well as on-line. Also discussed were library comment cards to be reviewed once or twice a year. Tom Miller made suggestion to have suggestion cards available at events for patron's comments.

Adjournment: Mary Jo Steele moved to adjourn and Kathy Graef seconded. Meeting adjourned at 6:23p.m. Passed 7:0

Respectfully submitted,
Melanie Nelson
Administrative Assistant to the Director

Upcoming Meetings: Wednesday, October 28, 2015 at 5:45pm