

Library Advisory Board Minutes

March 16, 2016

Present Board Members- Pam North, Janet Dalgaard,
Chair, Mary Jo Steele, Vice Chair, Tom Miller

Absent: Rebecca Cassidy (*excused*)
Kathy Graef (*excused*)
Sterling James (*excused*)
Melinda Robinson, President of the West Linn Library Foundation (*excused*)
Jenni Tan, City Council President and Liaison to the Library (*excused*)

Staff: Doug Erickson, Library Director
Rick Peterson, Library Manager
Melanie Nelson, Administrative Assistant to the Director

Call to Order- Mary Jo Steele called to order at 5:52 pm.

Agenda Review- Moved to approve agenda with no additional items by Janet Dalgaard, seconded by Tom Miller. Agenda approved 4:0.

Public Comments- None.

Minutes Review (1/18/2015) Motion to accept minutes by Pam North, seconded by Mary Jo Steele. Minutes approved 4:0.

Library Director's Comments & Report-

- Update on RFID, Dark Fiber Network & Mobile Lab-
The Library Directors of Clackamas County (Director's Group) were holding bi-monthly meetings at West Linn to discuss the logistics of RFID (radio frequency identification) and deadlines. The Director's Group will no longer be meeting twice a month. They have appointed a team of staff from each library to collectively meet once a month at Network to advise the on-going process of RFID in Clackamas County. Rick Peterson will be attending these meeting and will report updates. The original deadline from September 2016 has been pushed forward to Jan. 2017. This is due to time it will take to re-label each item in each library. The county does not want to rush this process.
The Dark fiber network is at the West Linn High School and Bolton. The county underestimated logistical cost. The cost is higher than originally thought looking at 8K additional cost to implement the dark fiber network. This extra cost will be paid using capitol funds. Over time we will be able to recuperate the cost spent up front on this project.

The Mobile Lab will be delivered 3/17/16. Rick has worked closely with Information Technology staff in West Linn to put together this mobile lab to teach both MAC & PC classes. We will be on the city renewal 5 year plan to replace or upgrade equipment every 5 years.

- Equipment Updates-

Doug has purchased an outdoor book drop from the City of Seaside. This new book drop will be located in the Willamette area. Doug is hopeful to locate another outdoor book drop for future placement in the Robinwood area. Doug is also looking at Library vehicle to purchase to be present and out in the community. This vehicle will have West Linn Logo similar to other city vehicles. This will be a great opportunity to engage the schools/ACC/city events. Doug is looking into next fiscal year for this purchase.

- Staff Updates-

Brooke Klein, Part-time Library Assistant has resigned her last will be Saturday, April 2nd. We have a large pool of on-call Library Assistants to help fill this opening. This will open a part-time benefitted position (20 hours a week). Doug will be discussing with Rick, Joanna and Mel to determine when position will be open and posted.

Friends Update: Janet Dalgaard- The used book sale total over \$2000.00. This includes memberships, sales in store as well as the bags of books sold on Sunday. It was a very busy weekend for the Friends.

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

Doug relayed information that the Foundation is meeting on March 18th.

Board Comments- Mary Jo Steele reminded all board members present how important the April 20th meeting will be to attend to vote on new Chair and Vice Chair of the Library Advisory Board.

Adjournment: Pam North moved to adjourn meeting Tom Miller seconded. Meeting adjourned at 7:01 p.m.

Respectfully submitted,
Melanie Nelson
Administrative Assistant to the Director

Upcoming Meetings: Wednesday, April 20, 2016 at 5:45pm