

# Library Advisory Board Minutes

## April 20, 2016

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

Martha Swanson, Library Foundation Board Member  
Jenni Tan, Council President and Liaison to the Library

Absent: Kathy Graef (*excused*)  
Melinda Robinson, Library Foundation President (*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 5:47 p.m.

Agenda Review- Moved to approve agenda with no additional items by Mary Jo Steele,  
seconded by Janet Dalgaard. Agenda approved 5:0

Public Comments- None.

Minutes Review (3/16/2016) Motion to accept minutes by Mary Jo Steele, seconded by  
Pam North. Minutes approved 5:0

### **Library Director's Comments & Report-**

- Citizen Engagement Coordinator- Courtney Flynn-  
The city hired Courtney Flynn as the new Citizen Engagement Coordinator. Cheryl Hill (Reference Librarian) and Doug were on the search committee. Courtney moved from Michigan just outside of Detroit. Courtney brings lots of experience working with City Council Members as well as citizens. Courtney is just completing her Master's degree at Wayne State. Interim City Manager, Don Otterman requested that Doug supervise Courtney until the new City Manager arrives in June. Doug is hoping that Courtney will continue to be part of the library staff. The Library is a positive environment for Courtney to engage the citizens. Courtney will be sharing an office with Cheryl Hill here at the library. Courtney will work Monday and Friday at City Hall and Tuesday, Wednesday and Thursday at the library. Courtney will be working the 9/80 schedule established at City Hall. Doug has future plans for Courtney to attend a Library Advisory Board for an introduction.

## **Director's Report Continued-**

- RFID Delay-There have been a few logistical delays. The county is looking at realistically implementing RFID by the end of 2016.
- County Dark Fiber Network-The Dark Fiber is here at the Library. IT needs to work on additional fine tuning to hook up the network. IT is looking at the network up and running by the end of May 2016.
- Parking Issues- Due to large attendance for our programs, we run into parking issues. We are a product of our own success. It is excellent to have such a large attendance, however, Doug would like to brain storm ideas for additional parking and continue to be mindful of parking as an issue.
- Caldecott Judge Finalist-Sarah Hinkle, Children's Librarian- Sarah is 1 of 8 finalist nationwide for the Caldecott Judge we are awaiting results.
- Library Vehicle- We have a Jeep on loan from the Public Works department. This will allow staff to pick up books at Adult Community Center, future outdoor book drops, schools and be used as a general courier vehicle for the library.
- Library District Advisory Committee (LDAC) Gladstone/Oak Lodge Indirect Funds- Pam North, LDAC West Linn Representative. Gladstone/Oaklodge unincorporated area. The county has delegated county capital funds to each library. Pam will be attending the LDAC meetings and reporting back. Doug is very excited to have Pam as the West Linn LDAC representative.
- Community Room Use Policy- The library is getting more requests for the Community Room for "private" type events (baby showers, gender reveal parties etc.). Doug does not want the Community Room to be used as a "rental" space for private events. Doug asked the Board to amend the Community Room Policy to state that "The Community Room is open to the public at any time". This will take the "rental" aspect out of the policy. Motion from Tom Miller to amend and accept policy change. Mary Jo Steele seconded. Passed 5:0
- Mobile Lab- The Library held the first computer class with the Mobile Lab on April 18<sup>th</sup>. The class was focused on the basics of Power Point. The Mobile Lab teaches utilizing both Mac and PC's. Attendance was great, even with the nice weather. The Library will be having guest educators in to work with different programs- Quick Books, Adobe etc. The West Linn Tidings will be printing an article this week. (4/21/16).

### **Elect New Board Chair and Vice Chair-**

- Per Municipal Code 2.060-
  - (1) Each citizen advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the citizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.
  1. (2) The chair shall:
    2. (a) Preside at all meetings.
    3. (b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the committee.
    4. (c) Ensure that minutes are produced for each meeting if staff is not in attendance.
  5. (3) The vice chair shall exercise the duties of the chair in the chair's absence.
- Doug Erickson and Rick Peterson excused themselves from the meeting while nominations and voting for new Library Advisory Board Chair and Vice Chair occurred.
  - Tom Miller nominated Mary Jo Steele for Chair for another year. Sterling James seconds nomination.
  - Mary Jo Steele nominates Rebecca Cassidy for Vice-Chair. Pam North seconds nomination. Voting new Chair and Vice Chair passed: 5:0

**Friends Update-** Janet Dalgaard- The Friends are getting lots of donations from the public. Library discards- now to be called "retired". It was discussed that the "retired" books from the library now be placed on cart and sold in Book Cellar.

**Foundation Update** -Martha Swanson reports that the Library Foundation is updating their website. They are creating a new logo and updating biographies of the members. The next Library Foundation Meeting is April 28, 2016 at 5:00p.m. in the Bamboo Room at the West Linn Library.

**Board Comments-** Tom Miller asked for an update on the Makers Space. Rick Peterson explain that a group of West Linn Staff are working as a team to set up Makers Space to be completed by June 2016. Along with the 3D printer, we will have several bins with materials for various activities.

**Adjournment-** Mary Jo Steele moved to adjourn meeting Tom Miller seconded. Meeting adjourned at 6:48 p.m.

Respectfully submitted,  
Melanie Nelson  
Administrative Assistant to the Director

**Upcoming Meetings: Wednesday, May 18, 2016 at 5:45p.m.**