

LIBRARY BOARD MEETING

July 23, 2008

Present: Janet Dalgaard, Tina Decker, Greg DiLoreto, Sterling James, James Milne, Tom Miller

Staff: Christine Siegel and Joanna Campa

Absent: Kathy Graef (*excused*), Mary Jo Steele (*excused*)

In the absence of the Chair, Christine Siegel, Library Director, called the meeting to order at 5:54 p.m.

Minutes Approval:

Greg DiLoreto moved to approve the May minutes. **Sterling James seconded** the motion. The motion **passed 6:0**.

Ms. Siegel introduced new Board member Jim Milne. The Board members introduced themselves to Mr. Milne.

Tina Decker, Library Chair, entered the meeting at 5:55pm.

LIBRARY DIRECTOR REPORT

Library Director Christine Siegel stated the library is getting busier and busier with almost 62,000 items circulated in June. She attributes this to increased library programming, quicker turn-around time for shelving returned materials, better stacks maintenance, good selection of library materials, and quality customer service at reference desks and at the circulation counter. Ms. Siegel stated that patrons frequently comment on the library as being a welcoming environment. In the words of a recent patron comment "this library has a good feel to it." Circulation is up 3 percent from last year. Ms. Siegel stated that the self check machines have been configured to enable patrons to check out all types of materials, including DVD's. Mr. DiLoreto said the self-check machines aren't accepting check-out transactions of uncataloged paperbacks. Ms. Siegel will investigate solutions, with the goal of enabling patron use of the self check machines. Ms. Siegel stated that approximately 30 percent of circulation is currently done using the self check stations. Chair Decker asked if there has been an increase in patrons from other libraries associated with the increase in library circulation. Ms. Siegel stated that patrons from surrounding libraries frequently attend library programs and check out West Linn materials, while also returning materials from other libraries. The Library once again participated in the West Linn Old Time Fair parade. Kudos to Ellen Credle and Elaine Spence, who led kids dressed as birthday candles, while singing "Happy Birthday Willamette" along the parade route. The library won the Grand Marshall Best

Representation of Theme first place trophy. So far 1763 children have signed up for the kid's summer reading program. A record 280 teens have registered for the teen summer reading program. The City has unveiled a new logo and website. The internet address is <http://westlinnoregon.gov>. The City is focusing on creating a cohesive City presence, with each department micro site representing a similar look and feel. Ms. Siegel asked the board members to look at other library websites and send comments and suggestions to her. Mr. James asked where email sent to the library website goes. Ms. Siegel said it should be going to the reference department. Please notify staff if responses to email queries transmitted via the new website are not received. Ms. Siegel informed the board that a former member, Jenny Humamura, has passed away. Her husband has requested that donations in her memory be made to the library. Memorial donations for Mrs. Humamura can be made via the Friends of the Library. Ms. Siegel continues to work on creating the library foundation. The name has been registered with the state. She will be meeting with the attorney to finalize the bylaws. The next step is to file for 501 c (3) status and identify members of the community to serve on the West Linn Library Foundation Board. Please contact Ms. Siegel with recommendations for the foundation board. Foundation board members will be asked to give at the level they are able. Ms. Siegel stated that she attended the annual American Library Association conference last month and primarily focused on fundraising and marketing sessions and the exhibits.

FRIENDS OF THE LIBRARY REPORT

Janet Dalgaard stated that the Friends book sale will be September 19-21, with a special presale for members only on September 18. James Milne asked how much the Friends bring in for the library annually. Ms. Dalgaard said they bring in approximately \$20,000-\$30,000 dollars and that revenues have been increasing by about \$5,000 per year. Ms. Dalgaard showed a quilt that Kathy Blikken, long time Friend member and volunteer, had made and donated to the Friends. Ms. Dalgaard asked if the board would recommend the quilt be hung in the library, rather than sold. Discussion ensued as to the process for adding art to the library now that the Arts Commission is inactive. **Greg DiLoreto moved** that the Board recommend to the City that the quilt be kept and displayed in an appropriate location in the library. **Tom Miller seconded** the motion. The Board discussed the issue at length. Mr. James stated he was concerned that decisions such as these really aren't board issues, as he understands the role of the board. Ms Siegel clarified that the board could offer a preliminary opinion as to whether the library should pursue hanging the quilt, as requested by the Friends, and that she would pursue the matter from there. The Motion **passed 5:1. Mr. James abstained.**

UPDATE BOARD CONTACT SHEET

The updated Board contact sheet was passed out to members. Chair Decker asked members to review and submit any corrections.

ELECTION OF NEW BOARD VICE CHAIR

Chair Decker opened the floor to nominations to fill the Vice Chair position vacated by Mike Jones. **Tom Miller moved** to nominate Greg DiLoreto. **Janet Dalgaard seconded** the motion. Mr. DiLoreto accepted the nomination. The motion **passed 6:0**.

NEW BUSINESS

Determine if quorum is met for meeting in August

Chair Decker stated that we need five board members in attendance for a quorum. Ms. Siegel stated that Joanna Campa could poll the board members a week in advance of the regularly scheduled board meeting, if there is a concern that a quorum will not be met for a given meeting. It was determined there will be enough board members in attendance for the August meeting.

County Meeting Overview

Chair Decker stated that she attended the county commissioner meeting public hearing to place the Library District on the November ballot. She spoke on behalf of the Board in favor of the Library District, stating she wanted to be on the record as to why we needed the Library District. A second public hearing will be held on August 7th after which the decision will be finalized regarding placing the proposed Clackamas County Library District measure on the November ballot. Library supporters are encouraged to attend the August 7th hearing.

Operation All Stars

Chair Decker then opened the floor for discussion regarding the staff appreciation breakfast. Ms. Dalgaard stated that two to three people are needed to help at the breakfast. Ms. Siegel said the next staff meeting is scheduled for August 13th. Ms. Dalgaard volunteered to coordinate the breakfast with Mr. Milne also volunteering.

TABLED ITEMS

Tabled items remain tabled.

Mr. James asked about the parking issue across the street. Ms. Siegel stated she had talked to City Manager, Chris Jordan about this. Planning Director Bryan Brown sent Ms. Siegel paperwork stating the library could use the Central Village parking lot after office hours. There was discussion regarding limiting the street parking in front of the library to a two hour limit. Ms. Decker will follow up with Gene Green, Public Works Director, to see if this is possible. Ms. Dalgaard asked about the status on the proposed Hood Street office building. Ms. Siegel stated that a resident has filed an appeal with the State Land Use Board of Appeals, which is awaiting hearing.

There being no further business, Chair Decker adjourned the Library Board meeting at 7:12pm.

Respectfully submitted,

Joanna Campa
Recording Secretary

