

LIBRARY BOARD MEETING

September 23, 2009

Present: Janet Dalgaard, Kathy Graef, Sterling James, James Milne, Tom Miller, Pam North and Mary Jo Steele

Staff: Linda Malone and Joanna Campa

Absent: Greg DiLoreto (*excused*), Tina Decker (*excused*)

Others Present: Sherry Sheng

Library Board Chair Sterling James called the meeting to order at 5:51pm.

Minutes Approval: Kathy Graef moved to approve the August minutes. Pam North seconded the motion. The motion passed 6:1. Tom Miller abstained as he was not at the meeting.

Discussion with Sherry Sheng

Library Board Chair Sterling James introduced Sherry Sheng, the Library Foundation Board Chair. Ms. Sheng discussed the start up of the Library Foundation with the Board. She stated that three of the Foundation members have since resigned. There was a commitment made by the remaining Foundation members to stay together during the search for the new library director. Nothing has been done since the last Foundation Board meeting and the paperwork for the non-profit status was filed. She has asked others in the community to join the Foundation board, but they have declined, not knowing whom they will be working with. She feels that the Foundation is not ready to move forward at this time. She needs help from the Board and with others like those on the Board. She feels the Friends are a grass roots organization through volunteers and book sales and that the Foundation is an organization that focuses on fundraising. She feels that there will be more organization and discussion to understand the distinction between the two. The Foundation is ready to accept donations from staff, citizens or grants and invited everyone involved in the Library to give to the Foundation. Ms. Sheng stated that it helps when the right person asks for a donation. Ideally, she would like to work with the Board to find out the who's who to contact for supporting the library. She suggested that a five to ten thousand dollar amount item be decided on as to what they would raise money for. The most important thing right now is getting a Director for the library, so that strategic planning for fundraising can begin.

Ms. Sheng left the meeting at 6:22pm.

Library Director Report

Library Interim Director Linda Malone stated she met with Nancy King, the recruiter the city has hired in the search for a Library Director. In the meeting they discussed staff, community and what was needed in a library director.

Library District Advisory Board – The City Council appointed the Library Director to be West Linn’s board member on the Library District Advisory Board. Ms. Malone will be the member until a new Library Director is in place.

New hires - Shasta Barnes has been hired to work as a Library Assistant II. This position will be shared between the Children’s department and the Circulation department. The other position to be filled is a temporary, 6 month position to work 10 hours per week at the reference desk. Interviews for that position will be held next week.

Flu precautions – Ms. Malone attended the governor’s Swine Flu Summit virtually. The library is now in the process of implementing more precautions for both staff and patrons, to help keep the spread of germs to a minimum. Both hand sanitizer and disinfecting wipes are available in the library for the public. Ms. Malone stated that staff members who are exhibiting flu-like symptoms can be asked to go home. City Manager Chris Jordan has stated he will be releasing a statement about this and flu precautions in general.

Extra Equipment - The City has agreed for us to accept two free computers from Network to replace the remaining thin clients. We also have two additional label printers which interface directly with the database, eliminating hand typing of labels for materials.

Roof Replacement – Ms. Malone stated that the parts of the roof that are being replaced are from 1989. They are not from when the library was expanded.

Friends of the Library – Friends President, Janet Dalgaard, handed out bookmarks to remind the Board members about the book sale next week. She also stated that six thousand dollars was just committed to needs of the library.

Chair James stated he would like to start approving/amending the agenda at the beginning of each meeting. Ms. Steele suggested that the Board have a time during the board meeting set aside where board members can share thoughts or comments with each other. It was suggested to change the announcements part of the agenda to Board Comments.

Chair James then talked to the Board about the letter he has written to the City Council regarding suggestions of how the \$1M capital money the county has designated for the library should be spent. He would like the other Board members to look at the letter. He will email the letter to the Board members so they can approve or make suggested changes, so the letter can get to the Council as soon as possible.

There being no further business, Library Board Chair Sterling James adjourned the meeting at 7:01pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary

