

# LIBRARY BOARD MEETING

## September 22, 2010

**Present:** Janet Dalgaard, Tina Decker, Greg DiLoreto, Kathy Graef, Sterling James, James Milne, Tom Miller, Pam North, Mary Jo Steele

**Staff:** Diane Satchwell and Joanna Campa

**Others Present:** Richard Seals, City Finance Director

Library Board Chair Jim Milne called the meeting to order at 5:51pm.

**Minutes Approval:** **Sterling James moved to approve** the August minutes. **Tom Miller seconded** the motion. The motion **passed 5:3**. MJ Steele, Pam North and Greg DiLoreto abstain as they were not at the August meeting.

**Agenda Review:** No changes were made to the agenda.

### **Richard Seals, Finance Director:**

Richard Seals, City of West Linn Finance Director, passed out to the Board the 5 year budget fund summary for the library. He also passed out the mid –biennium update, which shows how the actual numbers ended up. Mr. Seals explained the budget forecasting to the Board to help explain how it relates to strategic planning. Library Director Diane Satchwell and Mr. Seals will be working on specific line items to move money's where it is needed most in the next 2 year budget.

Tina Decker entered the meeting at 6:00pm.

Mr. Seals left the meeting at 6:17pm.

### **Directors Report:**

Strategic Planning – Ms. Satchwell asked the Board to come up with suggestions for contacts for the upcoming Stakeholder's Forum. The Stakeholder's Forum will be held from 7-9pm, October 27<sup>th</sup>. The Stakeholder Forum will be a onetime meeting. Ms. Satchwell will be sending out weekly emails to Board members to keep them informed about the meeting and for more feedback when needed. She and Joanna Campa will be working on the Invitation to the Forum. Ms. Satchwell will be structuring the meeting so people can "drop in" during the time line of the meeting. She will be handing out a packet as people arrive for them to go over. Ms. Satchwell, will be working on finishing

the brochure that will be given out at the meeting. October 1<sup>st</sup> is when the State Library report is due and she will be using information included in the report in the brochure.

There will be a survey put on our website using Survey Monkey. The Chamber of Commerce will also have their own survey for its members. Ms. Satchwell will be sending survey's out to the Principals at West Linn schools to give their teachers to fill out.

Sterling James left the meeting at 6:38pm.

Ms. Satchwell asked for suggestions as to what we want to entitle our Strategic Plan. It would be a tag line for the plan. Pam North suggested *Libraries Build Communities*, the title of OLA's conference in April. Pam will ask at a meeting tomorrow night if it's ok for us to use it. Ms. Steele came up with the name, *Envision Your 21<sup>st</sup> Century Library*.

Ms. Satchwell then went over the information that will be included in the Invitation for the Forum with the Board. A subcommittee was created for the Stakeholder forum. Mr. Miller, Ms. Steele and Ms. Decker volunteered for this committee.

Ms. Satchwell asked the Board to go over the survey that she emailed out to them, to review and see which questions they would like included. It was discussed having two different surveys', one for library users and one for those who did not use the library. It was suggested to encourage patrons to fill out the survey that \$1 of their fines could be waived.

**Friends of the Library Report:** Janet Dalgaard, Friends of the Library President, stated that they had a great book sale last week. The sale made \$2146.

#### **Board Comments:**

Ms. Steele suggested that the library get a Facebook page. Ms. Satchwell stated that they have already begun work on it as Assistant City Manager, Kirsten Wyatt, had given the approval to start planning.

Ms. Decker informed the Board that in November, she and her family will be moving out of the country for a year. She will be resigning from the Library Board in November.

There being no further business, Library Chair James Milne adjourned the meeting at 7:13pm.

Respectfully Submitted,  
Joanna Campa  
Recording Secretary