

West Linn Library Advisory Board Minutes

Wednesday, September 15, 2021 VIA Zoom

Present members: Library Advisory Board members: Matt Brown, Janet Dalgaard, Emily Hogan, Tom Miller and Martha Swanson

Absent: Jan Boyd (*excused*)

Rebecca Cassidy (*excused*)

Councilor Rory Bialostosky, Liaison to the Library Advisory Board (*excused*)

Sarah Flathman, Youth Services Library Manager (*excused*)

Rick Peterson, Library Manager (*excused*)

Staff present: Doug Erickson, Director of Library & Community Services &
Melanie Nelson, Library Operations Supervisor/Assistant to the Director

Call to order: Janet Dalgaard called the meeting to order at 5:04 p.m.

Minutes review: Noted & corrected date of minutes on agenda to 04.21.2021. Matt Brown moved to approve minutes from April 2021 meeting Martha Swanson seconded. Passed 5:0.

Agenda review: Martha Swanson noted error on agenda for minutes dated 3.17.2021. Agenda corrected to review & approve minutes for 4.21.2021. Tom Miller moved to approve agenda, Martha Swanson seconded. Passed 5:0.

Public Comment: None

Library Update: Doug Erickson, Director of Library & Community Services:

- **COVID Library Update:** Doug reported that the library has been open for patrons to browse the stacks, pick up holds & enjoy reading in the library. The staff continues to create virtual programming & also several Take & Make projects for Kids, Teens & Adults. These Take & Make projects are very popular with all patrons. State COVID requirements continue to be followed for the safety of the patrons & staff. There is no "in-person" programming at the library at this time. The Library is also now open 7 days a week & offering two "late" nights remaining open until 7pm on Tuesday & Wednesday.
- **Library Locker:** Outdoor lockers were installed next to the outside book/media returns. There are 15 lockers available for patrons to pick up materials 24 hours a day. Patrons may get on-line & request to have their hold items placed in the locker for pick-up within 48 hours. The locker system works similar to an Amazon locker. Patrons report enjoying the flexibility to pick up materials & also used by patrons not comfortable entering the library due to the pandemic.

- **Library Policies:** The library has been working on updating the Collection Management policy. The Library Advisory Board members reviewed the draft of the policy. This policy includes the mission & purpose, how selections are made, criteria, purchase suggestions, digital materials, intellectual freedom, donations & gifts as well as maintenance and weeding of the collections. Martha Swanson had one edit, which was made & also a question regarding digital materials. Digital materials such as E-books & digital audio books are not selected by the West Linn Public Library staff. This on-line collection is a shared consortium through the Libraries of Clackamas County (LINCC). Patrons may submit purchase suggestions on the websites for those platforms.
- **Community Services Director- additional responsibilities:** Doug has accepted additional responsibilities in addition to his role as Library Director- his new title is Director of Library & Community Services. In this new role, Doug will be working with the cities taskforce for Diversity, Equity & Inclusion and the Homelessness Task force. Doug will be reaching out to faith based communities, Rotary, West Linn/Wilsonville School District, PTA's and others to build community strength. Mel, Doug's assistant and Library Operations Supervisor will continue to work with Doug in this additional new role.

Foundation Update: Doug reported that the Foundation is working on several fundraising events to benefit the Dolly Parton Imagination Library. The Foundation Board members are working on creating several types of "gift" baskets for an auction in October. Also, an event to visit local West Linn vineyards for wine tasting. Doug has volunteered to drive the City's Adult Community Center bus to the vineyards so people may enjoy the wineries safely. The bus will seat 14 people and the Foundation plans to charge \$75.00 per person. Another fundraising event may be to have a local celebrity chef host a cooking class for 8 people here locally in West Linn- donation amount (ticket price) still to be determined.

Board Comments: Martha Swanson asked if the Foundation hosted an event/fundraising to celebrate Holly Grace Jones' birthday-as in years past. Unfortunately, due to COVID, the Foundation was unable to host this year. Tom Miller congratulated Doug on his additional new title & responsibilities and shared he feels Doug is the best fit to be engaging with all citizens in the community.

Adjourn: Tom Miller moved to adjourn at 5:42 p.m. and Janet seconded.

Respectfully submitted,
Melanie Nelson
Library Operation Supervisor/Assistant to the Director
09.16.2021

Next meeting Wednesday, October 20th at 5:00pm via Zoom