

# Library Advisory Board Minutes

## May 18, 2016

Present Board Members- Pam North, Janet Dalgaard, Sterling James, Kathy Graef, Vice Chair, Rebecca Cassidy

Melinda Robinson, Library Foundation Board Chair  
Jenni Tan, Council President and Liaison to the Library

Absent: Mary Jo Steele, *(excused)*

Staff: Doug Erickson, Library Director  
Rick Peterson, Library Manager  
Melanie Nelson, Administrative Assistant to the Director

Call to Order- Rebecca Cassidy called to order at 5:48 p.m.

Agenda Review- Moved to approve agenda with no additional items by Sterling James, seconded by Tom Miller. Agenda approved 5:0

Public Comments- None.

Minutes Review (4/20/2016) Motion to accept minutes by Pam North, seconded by Kathy Graef. Minutes approved 5:0

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

- Sarah Flathman (formerly Hinkle)- Has been chosen as a Judge for 2018 Caldecott Medal. She will be reviewing children's picture books. Nationwide, there are only 8 Judges selected. The selected Judges will keep the books for one year and then the books are donated to the library.

Library Director's Comments & Report Continued:

- Makers Space/Dark Fiber- Rick Peterson explained the speed of the new Dark Fiber as well as the city is no longer dependent on Comcast. The staff side of the project is complete. The IT department is working on the patron side. The Dark Fiber infrastructure is delivered by Clackamas County via LINCC that provides internet services. Makers Space is finishing up with details to bin boxes. There are several DIY projects that will be used in the Makers Space. The plan is to have the Makers Space completed by Mid-June. Doug stated The Friends are just as responsible for the Makers Space as The Library Foundation is. The library is grateful to the Friends of the West Linn Library for all their support of our programs.
- Library **Retired** Sales- Doug explained the “weeding process for the collections. If an item has not been circulated in 3 years, it is pulled from the collection. Doug wants to continue weeding regularly to insure items that are not circulating will not be tagged for RFID when that process starts next year. Books in the past that had been retired were collected and sold at the yearly book sales with the Friends. Doug decided to create a cart offering the retired books the first weekend of each month for sale. After the first weekend, all the books will then be taken and donated to the local Goodwill.
- Mobile Tech Update & Community Room Request- Doug explained that in the past there was discussion of a data-projector in the Community Room. 3 prior Directors had promised a data-projector to be installed, but it has yet to be accomplished. The data-projector will use both PC and MAC devices for lectures, learning and classes. It will also be available for the community to use during a reserved time while in the Community Room. Doug requested that the Library Advisory Board to consider the use of Capitol Funds to complete the installation of a data-projector. Sterling James motioned that Capitol Funds be used to purchase the data-projector, Tom Miller seconded. Voted and passed 5:0
- Public Library Association Representation- Sarah Flathman, Cheryl Hill and Rebecca Mayer all attended the Public Library Association (PLA) Conference this year. Doug feels it is important for staff to have the opportunity to work with other colleagues at a national level. This opportunity allows staff to meet new peers as well as learn how other libraries are doing things. It's a benefit for the staff as well as a benefit for the library with the knowledge they bring back from the conference.
- RFID- The funding will be from the county. There will be a “central sort” also funded by the County (LINCC) at Network. The expense of the tagging for the RFID items and reading equipment “PAD” will come out of the West Linn Capital Funds. All the RFID tagging will be done in-house.

**Friends Update-** Janet Dalgaard- Annual Friends Meeting is Saturday, June 4<sup>th</sup> in the Community Room here at the Library. The Friends are happy with the way the “retired” books are being handled. The Friends do not have the storage space for the “retired” book storage.

**Foundation Update** –Melinda Robinson- Mike Jones (former Treasure for Foundation) reporting in January 2016 balance of Foundation is \$5,900.00. The Foundation is going to pay \$2,000.00 for the outdoor Book Drop that will be located in the Willamette area. The Foundation will also be paying for \$500.00 for Summer Reading Prizes. The Annual Library Foundation Meeting is Thursday, June 2, 2016 in the Community Room at the West Linn Library- they will electing new officers for the Library Foundation. The Foundation is in the process of “re-branding” itself. Looking at options of an “ask” letter or a “thank you” letter for donations. Tom Miller suggested that the Foundation align with the Chamber of Commerce-Tualatin and Wilsonville have found it to be very successful, Pam North agreed.

**Board Comments-** None

**Adjournment-** Rebecca Cassidy moved to adjourn meeting Tom Miller seconded. Meeting adjourned at 6:41 p.m.

Respectfully submitted,  
Melanie Nelson  
Administrative Assistant to the Director

**Upcoming Meetings: Wednesday, June 15, 2016 at 5:45p.m.**