Library Advisory Board Minutes

September 21, 2016

Present- Pam North, Sterling James, Kathy Graef, Janet Dalgaard, Tom Miller, Mary Jo Steele-Chair and Rebecca Cassidy, Vice-Chair

Jenni Tan, Council President and Liaison to the Library

Martha Swanson, West Linn Library Foundation Vice-Chair

Absent: Melinda Robinson, West Linn Library Foundation Chair *(excused)*

Staff: Doug Erickson, Library Director

 Rick Peterson, Library Manager

 Melanie Nelson, Administrative Assistant to the Director

**Call to Order-** Mary Jo Steele called the meeting to order at 5.46pm

**Agenda Review-** Moved to approve agenda with no additional items by Tom Miller and seconded by Kathy Graef. Agenda approved 7:0

**Public Comments-** None

**Minutes Review-** (5-18-16) Motion to accept minutes by M.J. Steele, seconded by Sterling James. Minutes approved 7:0.

**Library Director’s Comments & Report-**

* 3D Printer Policy- A draft of the 3D printer policy was handed out for review by the board members. The policy covers the specifications for the size of an object. There is also the layout/outline of whom shall operate the 3D printer (staff only). Request are made by the patron. The printing will be performed in public view. The library reserves the right to refuse a 3D print request. There are details about requirements as well as cost/refunds. Sterling James moved to accept the draft of the 3D Printer Policy, Tom Miller seconded. Approved 3D Printer Policy 7:0
* West Linn Public Library Exhibit and Display Policy- A draft of the Library’s Exhibit and Display policy was handed out for review by the board members. The 4 page draft policy covers general policy statement, Description of Exhibit and Display Space locations, Regulations, Criteria for Obtaining Exhibits Space, Application Process & Scheduling of Exhibit Space, Installation of Exhibits/Displays and Rights and Responsibilities. Doug requested that the board members review and vote to approve the Library Exhibit & Display Policy. M.J. Steele motioned to vote to approve draft. Library Exhibit and Display Policy approved 7:0

**Library Director’s Comments and Report Continued-**

* Update on RFID- Rick Peterson gave a brief update of the RFID project with the county. There a RFID team consisting of staff members from each Clackamas County Library. They meet and then report back to the Director Group.
* Update on Summer Reading- We had excellent [participation numbers this year. Teens was down slightly. There was a software change for sign-ups, so entire families were signing up at once, staff feels that due to this change in software, the numbers reflected lower than they actually were.
* LDAC- Pam North- Pam reported that she and Greg Williams had presented a LDAC 101 to be sure that everyone was on the same page. The presentation was to the Clackamas County Commissioners?

**Friends Update-** Janet Dalgaard next used book sale is 10/28 to 10/30.

**Foundation Update-** Doug- Outdoor book drop is refurbished and repainted with the Foundation Logo it looks fantastic! Doug is currently looking for the best location for the book drop in the Willamette area. A few location have been identified, Doug need to work with the City for final approval.

**Board Comments-** Sterling James and Kathy Graef terms are ending in December 2016

**Adjournment-** Mary Jo Steele adjourned the meeting at 6.26p.m.

Respectfully submitted,

Melanie Nelson

Administrative Assistant to Library Director