

Library Advisory Board Minutes May 17, 2017

Present Library Advisory Board Members: Mary Jo Steele- Chair, Rebecca Cassidy- Vice Chair, Pam North, Melinda Robinson, Aeris Estep, Tom Miller, Janet Dalgaard

*Martha Swanson, West Linn Library Foundation

West Linn Staff: Joanna Campa, Library Circulation Supervisor & Melanie Nelson, Assistant to the Director

Absent: Doug Erickson, Library Director (*excused Biennium Budget Meeting*)

Councilor Richard Sakelik, City Councilor and Liaison to the Library (*excused Biennium Budget Meeting*)

Call to Order: Mary Jo Steele called to order at 5:47p.m.

Agenda Review: Mary Jo Steele motioned to approve agenda with no additional items, seconded by Janet Dalgaard. Agenda approved 7:0.

Public Comments: None

Minutes Review: (4.19.17) Motion to accept minutes by Tom Miller, seconded by Janet Dalgaard. Minutes approved 7:0.

Director's Report: Mary Jo Steele read the Director's Report-

- At the last Library Advisory Board Meeting (4.19.17), Doug discussed a policy regarding video cameras at the library for security purposes. Doug would like to table this discussion until the June meeting.
- Capital Funds 2008 appropriations- Possible brief discussion for merits of spending additional capital funds to repair the roof. The last repair was approximately \$300,000.00 in 2012.
- Landscaping at Library- At the last Advisory Board Meeting Councilor Sakelik reported citizens' concerns regarding the current landscape at the library. A few staff from the Parks Department were down to weed the front beds at the library. The parking lot islands and remaining beds have been weeded by a few library staff. We will be having a company deliver and blow bark dust on Friday, May 19th. The library will be paying for this service (approximately \$550.00) out of the library budget. Further questions or concerns shall be added to next month's Library Advisory Board Meeting Agenda.
- Doug has requested the board members set a meeting prior to the June 21st Library Board Meeting to discuss the Biennium Budget that will start on July 1, 2017. The majority of members agreed that Wednesday, June 7th at 5:45pm in the Community Room was the best date as WL High School graduation is June 14th. Melanie will send out an email with an agenda attached for the June 7th meeting.

Library Advisory Board Minutes 5.17.17 Continued-

Director's Report Continued-

- Joanna Campa, Circulation Supervisor gave brief update on RFID and overview of the Directors Report- Tagging of items has begun at the county library. West Linn is scheduled to be tagged by the outsourcing company. West Linn is the last library on the schedule. The timeline is set for approximately July 3rd. This date may be moved up or out depending on how quickly the other libraries are completed. Joanna indicated there would be a more detailed discussion regarding Capital Funds at the June meeting.

Friends Update:

- Janet Dalgaard shared the Friends of the West Linn Library will be having their Annual Meeting and electing board members on Friday, May 19th at 11:30am in the Bamboo Room. The book sale in April raised an average amount of money for the friend's -exact figures were not readily available. Janet also mentioned that the Friends may no longer be accepting checks as a member wrote a check for \$44.00 that was returned by the bank.

Foundation Update:

- Melinda Robinson reported on the Library Foundation sponsored workshop on Sunday, April 30th at the West Linn Library regarding miss information reported by the news. It was a non-partisan workshop offered at 1:30pm (7 patrons attended) and 3:00pm (20 patrons attended) in the West Linn Library Community Room. Although the 1:30pm group was a bit smaller than the 3:00pm group, overall the Foundation was happy with the attendance of the program.
- Melinda also wanted to share about offering to help Mike & Denise Jones during their time of grieving for the loss of their daughter, Holly. Mike Jones was a founding member of the Library Foundation board. Holly Jones was also a member of the libraries Teen Advisory Board. Holly will be greatly missed. If anyone is interested in helping the Jones', Melinda and Beth have started "Lots of Helping Hands" to help with meals, gardening and general day-to-day chores for the Jones' please contact Melinda.
- Martha Swanson reporting the Foundation has looked into Director & Officer liability insurance (DNO). At this point, the cost of insurance does not warrant a need. Tom Miller suggested countywide DNO coverage. Pam North will address at the next LDAC meeting.

Board Comments: None

Adjournment: Tom Miller motioned to adjourn the meeting. Mary Jo Steele seconded the motion. The meeting adjourned at 6:33p.m.

Respectfully submitted,
Melanie Nelson
Assistant to the Director