

## Library Advisory Board Minutes June 7, 2017

**Present Library Advisory Board Members:** Rebecca Cassidy- Vice Chair, Pam North, Melinda Robinson, Aeris Estep and Tom Miller.

**West Linn Staff:** Doug Erickson, Library Director & Melanie Nelson, Assistant to the Director

\* Councilor Richard Sakelik, City Councilor and Liaison to the Library

\* Jim Claxton, Treasurer, Friends of the West Linn Library

Absent: Mary Jo Steele, Chair (*excused*)

Jane Dalgaard, Board Member (*excused*)

Martha Swanson, West Linn Library Foundation, (*excused*)

**Call to Order:** Rebecca Cassidy called to order at 5:46p.m.

**Agenda Review:** Pam North motioned to approve agenda with no additional items, seconded by Aeris Estep. Agenda approved 6:0.

**Public Comments:** None

**Minutes Review:** (5.17.17) Motion to accept minutes by Rebecca Cassidy, seconded by Pam North. Minutes approved 6:0.

**Director's Report:** Doug Erickson, Library Director

- **18/19 Biennium Budget-**Doug reported that the final budget for the upcoming biennium would be finalized by June 19<sup>th</sup> with the new budget year beginning on July 1, 2017.
- **Library Roof-** Doug reported during budget discussions that there is not currently funds to repair the roof immediately. There are discussions of options for funding in the works to repair the roof at a later date.
- **RFID-** West Linn Library is the last library scheduled for tagging with RFID tags. There have been positive and negative issues while tagging at other libraries, which has been helpful to work out any kinks. We are anticipating a smooth tagging process however; we are prepared for a few clinches as well. Staff and the outsource company (while on site) will be tagging items returned from circulation. Doug expects tagging to begin the week of July 3<sup>rd</sup>.
- **Policy & Procedures-** During the April board meeting, Doug had mentioned drafting a policy for video cameras at the library for safety concerns. This policy is still in the works and being reviewed/edited by the legal staff at City Hall. Doug will report on future updates to this policy.
- **Library Vehicle-** The library received a library vehicle (Jeep) about a year ago. This vehicle allows staff to load up books from the off-site book returns, courier to City Hall and attend Community Events and Programs. Public works has stated that it is time to retire the Jeep and start to look for a new vehicle in the coming year. Capital Funds have

been set aside and approved for the new vehicle. Doug will report details on the new vehicle when a decision has been made-most likely later this year.

#### **Director's Report Continued-**

- **Robinwood Book Drop-** The outdoor Book Drop in the Robinwood neighborhood has been installed along with signage. The Book Drop is located in the park & ride lot at Emanuel Presbyterian Church on Hwy 43 at Cedar Oak Drive (behind the Chevron Gas Station). This unique book drop allows drivers to remain in their vehicle while dropping off books safely. The Library Foundation will be announcing the opening of the book drop sometime in June. We are currently waiting for the restoration of the third and final book drop and currently looking for a location. If there is an area in West Linn that may be of interest, please contact Doug.
- **Summer Reading Program-** Summer Reading starts June 19<sup>th</sup>. School visits from the Youth Services staff will begin the week of June 12<sup>th</sup>. Fliers of the upcoming kids, tweens, teens and adult programs was passed out to board members. We have approximately 31 programs offered throughout the Summer Reading Program this year. All of the kids programs have been moved to Willamette Park for each **Tuesday** event. This will allow the library to reach out to the summer campers participating in the Parks & Rec "Fun in the Sun" program. With the large crowds for these events there will be plenty of parking for all that attend. These events will be at Willamette Park on Tuesday's during the summer rain or shine. The library would like to thank The Friends of the West Linn Library for their continued support of the programs for Summer Reading. The Friends have agreed to spend \$8,000.00 towards the Summer Reading Program in Memory of Holly Jones, a member of the Library Teen Advisory Board. Kumon Learning Center as a corporate sponsor has donated \$500.00 for the Summer Reading grand prizes. Also a thank you to the West Linn Library Foundation for their continued support and contributions to the Summer Reading program.

#### **Friends Update:** Jim Claxton, Treasurer Friends of the West Linn Library-

- On Friday, May 19, 2017 the Friends voted in a new President, Bonnie Faddis and Vice President, Elizabeth Clark. Jim Claxton will remain as Treasurer and Ben Sostrin will be Secretary. Jim handed out various financial reports to board members as well as gave a brief description of each report. As Janet Dalgaard had mentioned at last month meeting, the Friends of the West Linn Library will no longer be accepting personal checks at the Book Cellar. The Book Cellar does accept cash as well as credit/debit cards. Jim reported that Bonnie and Elizabeth are working together on ways to promote and attract more members to the Friends. Jim also indicated that the Friends is interested in assisting the Library Foundation to help bring awareness and membership to the Foundation as well. Melinda graciously accepted the Friends offer.

**Foundation Update:** Melinda Robinson, West Linn Library Foundation Chair

- Melinda reported that the Foundations annual meeting will be Friday, June 16, 2017 at Noon in the Community Room at the West Linn Library. The Foundation will be electing new officers at this meeting. Melinda invited the Friends to attend the annual meeting. At the last Advisory Board Meeting a short discussion on DNO insurance for the Foundation. At this time it the benefit does not outweigh the cost for the insurance. Pam North reported that Abigail from Beaverton does not currently have DNO insurance. Pam North also reported that LDAC has not met since the May Library Advisory Board Meeting, so she will address at next LDAC meeting. Melinda said the Foundation is again excited to be assisting with prizes for the Summer Reading Program. Melinda was enthusiastic to report that the Foundation will be expecting a large private donation that will help the Foundation tremendously. The donor would like to remain as a confidential donor.

**Library Advisory Board Minutes 6.7.17 Continued-**

**Board Comments:** None

**Adjournment:** Tom Miller motioned to adjourn the meeting. Pam North seconded the motion. The meeting adjourned at 6:33p.m.

Respectfully submitted,  
Melanie Nelson  
Assistant to the Director