

## **Library Advisory Board Minutes November 15, 2017**

**Present Library Advisory Board Members:** Tom Miller, Janet Dalgaard, Aeric Estep, Mary Jo Steele, Board Chair, Councilor Richard Sakelik, City Councilor and Liaison to the Library, Martha Swanson, Library Foundation Board Chair

**Absent:** Pam North, Library Advisory Board Member (*excused*)  
Melinda Robinson, Advisory Board Member (*excused*)  
Rebecca Cassidy, Library Advisory Board Vice Chair (*excused*)

**West Linn Staff:** Doug Erickson, Library Director, Sarah Flathman, Library Manager, Youth Services, Melanie Nelson, Assistant to the Director

**Call to Order:** Mary Jo Steele called meeting to order at 5:48p.m.

**Agenda Review:** Agenda approved 4:0.

**Public Comments:** None

**Minutes Review:** (10.18.17) Motion to accept minutes with no edits or additions by Tom Miller, seconded by Janet Dalgaard. Minutes approved 4:0.

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

- **Update on relocation of the Book Store-** at the last Foundation Meeting, prices for the new Book Store and a name- "Book Nook" was agreed upon. The new Book Store has been relocated to the first floor in the room next to the Public computers. The Book Nook has a selection all genre, with both hard back, paperbacks, DVD's & Blu Ray, CD Audio books and Music CD's available. Payment options have been set up to take credit card and cash with patrons/customers paying at the Circulation Desk. These funds will be placed directly into the Library Foundation account set up using a Square device program. The re-opening of the Library Book Store- the Book Nook will be Monday, December 4<sup>th</sup>. A special thanks to Councilor Bob Martin and Library Foundation member, Mike Jones for their assistance with setting up the relocated Book Store. Staff has also worked very hard with setting up and organizing the Book Nook. The Book Nook will be open during regular library hours.
- **Upcoming Overstock Book Sale-** November 17<sup>th</sup> – 19<sup>th</sup> - The sale will start Friday, Nov. 17<sup>th</sup> with a \$20.00 early admittance fee at 9am to 10am. The sale will then open at 10am to the public. The sale is a bag sale \$5.00 a bag. Small bags for paperbacks, media and children's books, Large bag for hardbacks. The sale will be open during regular library hours: Friday 10am to 6pm, Saturday and Sunday Noon to 5pm. As the sale

progresses, books will be restocked from books in the storage area. Each day there will be new selection of books. All proceeds raised will benefit the West Linn Library Foundation to support the library and library programs. On Monday, November 20<sup>th</sup>, Goodwill be coming to remove any remaining books.

- **Update on Library Policies-** A new Children's Room and Teen Room policy was presented (see attached). The purpose is to continue to provide an inviting, safe space for youth that is responsive to their needs. The children and teen area are specifically designed to serve our younger patrons. Tom Miller moved to accept Children's Room and Teen Policy, Janet Dalgaard seconded it. Passed 4:0
- **Capital Funds for the renovation of Youth Services Area-** Tabled until December Library Advisory Board meeting- no quorum, early leave of board member.

**Foundation Update:** Martha Swanson, Library Foundation Board Chair- Next Library Foundation meeting is Thursday, November 16, 2017 at 12:30pm in the Community Room at the library. Martha reported that the Library Foundation Board is almost at capacity for Board Members. There will be no Library Foundation Board meeting in December 2017.

**Board Comments:** M.J. Steele asked update on what the status of "Friends of West Linn Library" to date. Doug explained that he is not currently aware of the status of the "Friends" other than an email was sent by Jim Claxton stating he has resigned as Treasurer for the friends. Also reported that the last Friend's request submitted by the Library Staff for programing to the Friends was denied.

**Adjournment:** Meeting adjourned at 7:29pm.

Respectfully submitted,

Melanie Nelson, Assistant to the Director

# **Children's Room and Teen Room Policy**

## **PURPOSE**

West Linn Public Library is committed to providing an inviting, safe space for youth that is responsive to their needs. The children's and teen areas of the Library are specifically designed to serve the needs of younger patrons. The Children's Room is intended for children (infant through grade 5) and their parent(s) or caregiver(s). The Teen Room is reserved for the exclusive use of teen (grades 6-12).

## **REGULATIONS**

### **Access to the Children's Area and Programs**

Adults in the Children's Room must be using the room's materials or be accompanied by a child. Adults and teens not fitting this description will be asked to leave the area. Adults who are supervising children may use the children's computers or other library technology in the Children's Room. Adults attending programs without children must request prior approval or they will be asked to leave.

### **Access to the Teen Area and Programs**

Adults or children may enter the room briefly visit with a teen or talk to Library staff. All other adults or children will be asked to leave the area.

### **Use of Downstairs Restrooms**

Use of restrooms in the Youth Services Department is restricted to youth and their parents or caregivers. All others must use the restrooms located upstairs.

Adopted by Library Advisory Board: 11.15.17