

Library Advisory Board Minutes May 16, 2018

Present Library Advisory Board Members: Pam North, Library Advisory Board Chair, Janet Dalgaard, Library Advisory Board Vice Chair, Aeris Estep, Melinda Robinson, Mary Jo Steele, Teri Cummings, City Councilor and Liaison to the Library

Absent: Tom Miller & Rebecca Cassidy, Library Board Members (*excused*)
Martha Swanson, Library Foundation Board Chair (*excused*)
Doug Erickson, Library Director (*excused*)

West Linn Staff: Joanna Campa, Circulation Supervisor, Sarah Flathman, Library Manager Youth Services
Melanie Nelson, Assistant to the Director

Call to Order: Pam North called meeting to order at 5:48p.m.

Agenda Review: Agenda approved 5:0.

Public Comments: None

Minutes Review: (3.21.18) Motion to accept minutes with no edits or additions by Mary Jo Steele, seconded by Janet Dalgaard. Minutes approved 5:0.

Director's Report: Doug Erickson, Library Director (*excused*)

- **Report on Library Foundation Sunset Book Drop- Sarah:** The 3rd Book Drop has been installed at Sunset Primary School. Kimberley Rhoades and Sarah worked with the WLWV School district and the Sunset Principal for the installation. This latest Book Drop is the 3rd Library Foundation Book Drop installed in the community. There is a total of 4 Book Drops including the one at the Adult Community Center. These Book Drops are getting a lot of use from patrons and citizens. At any given time there may be 35-50 books in each Book Drop. Staff has a regular schedule to pick up books and return to Library on a daily basis. There will be a ceremony for the opening of the Sunset Book Drop at a later date- more info to come.
- **Update on SRP and activities- Sarah:** Sarah announced that this year the SRP logs were printed professionally. Wilsonville Library was generous to allow West Linn Library to use their template. The new logs are durable, professional and are similar to Wilsonville's which continues our partnership with the West Linn/Wilsonville school district that Doug has been working on. Sarah reported the Library will again be participating in the "Touch a Truck" event in June. Sarah has been working with Officer Halverson over the last few years for this event. Clackamas County, City of West Linn Public Works and other agencies will be on hand for families to get a close look at different large trucks/equipment. This event also collects new shoes for children of all ages. The Libraries SRP programs will be held at Willamette Park again this year. This allows for more parking for families. Due to excessive heat last year at 2 and 4pm, we have moved the programs to 11am and 1pm.

- **Questions for Survey- Strategic Planning- Mel:** Doug has assembled a group of staff members to assist with Strategic Planning. The group has been meeting weekly and working on two surveys. The first survey will be sent out to the community regarding use of Library, how often and what services are used along with parking. A draft of the Community Survey was handed out for Library Board Members to review and were asked to email Mel & Doug with additional questions or edits. A second draft of the Community Survey will be reviewed at the June Library Advisory Board meeting. The second survey is an internal survey for library staff. This survey is still in ***draft*** form with general questions regarding staff satisfaction and improvements that may be made to continue having the Library be a great place to work. More information to come as the staff Strategic Planning group continues to meet.

Foundation Update: Martha Swanson, Library Foundation Chair (*excused*) Melinda Robinson reported: The Library Foundation is thrilled with the success of the Book Nook. Melinda and the Foundation thanks the staff's continued support with the Book Nook. The Library Foundation will be working on establishing volunteers in the hopes that the Book Nook will be volunteer ran by the end of 2018. Helen Juarez (Library Foundation & Staff member) has been appointed at the Book Nook Manager. Helen has been working closely with Mel and Doug on ideas & proposals she has for the Book Nook. She has been paramount to the continued success of the Book Nook. Her marketing skills have elevated sales in the Book Nook. Janet Dalgaard, with the Library Foundation also mentioned that the Book Nook is generating more revenue than when the book store was located downstairs. Melinda was happy to report that the Library Foundation is at about full capacity with board members.

Board Comments: None

Adjournment: Janet Dalgaard motioned to adjourn at 6:18pm seconded by Aeric Estep.

The next Library Advisory Board Meeting is scheduled for Wednesday, June 20th at 5:45pm in the Community Room at the Library.

Respectfully submitted,
Melanie Nelson, Assistant to the Director