

Library Advisory Board Minutes September 19, 2018

Present Library Advisory Board Members: Janet Dalgaard, Library Advisory Board Vice Chair, Aeris Estep, Tom Miller, Martha Swanson

Absent: Rebecca Cassidy, Melinda Robinson, Mary Jo Steele, Library Board Members (*excused*)
Teri Cummings, City Councilor and Liaison to the Library (*excused*)

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

Call to Order: Janet Dalgaard called meeting to order at 5:48p.m.

Agenda Review: Agenda approved 4:0.

Public Comments: None. *All Library Board Members welcomed, Martha Swanson as a new Library Advisory Board member. Martha is also the President of the West Linn Library Foundation. All are excited to have Martha join the Library Advisory Board. ***Please read section on Agenda Bill 2018-09-10-04.**

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:

- **New Library Advisory Board Chair & New LDAC Representative-discussion:** This item was tabled until the next Library Advisory Board Meeting in October when all Library Advisory Board Members are present.
- **Report on Library Foundation Sunset Book Drop Grand Opening-** Sarah Flathman: Sarah reported that the Library Book Drop located at Sunset Primary School Grand Opening was held on Thursday, August 23rd. The Grand Opening was held in collaboration with an event for parents and students of Sunset Primary school. The combined event was well received by families and students in support of the third off-site Library Foundation Book Drop. As with the two existing Book Drops, the Sunset Book Drop will also have material picked up daily by West Linn Library Staff. This is another convenient way for patrons in our community to return library materials.
- **Summer Reading Program (SRP) -** Sarah Flathman: Sarah passed out a SRP Highlights with detail statistic for the 2018 Summer Reading Program. See attached at end of minutes.
- **Community Survey-** Doug Erickson: Each Library Board Member received a copy of the West Linn Library Community Survey. This survey is approximately 50 pages so it will not be attached to these minutes. Any board member may request a copy of survey by contacting Melanie Nelson via email at: MNelson@westlinnoregon.gov. Doug highlighted areas of the survey to include: parking, positive circulation numbers noise, hot/cold temperatures and friendly staff. Doug encouraged Board Members to review survey for further discussion at the October Library Advisory Board meeting.

- **Agenda Bill 2018-09-10-04:** Amendment 3 to the Cooperative Intergovernmental Agreement between the Library District of Clackamas County and Library Cities- Doug Erickson: The purpose is to modify the Library Advisory Board composition to comply with the 2011 Clackamas County/City of West Linn Library Capital Intergovernmental Agreement (IGA). **Background:** In the Clackamas County/City of West Linn Library Capital IGA, section 2.4 references the composition of city library boards, stating that “The City shall provide for *fair representation* of served library patrons on the City’s library board, including patrons from unincorporated Clackamas County.” In past Library District Advisory Council (LDAC) meeting, the County Administrator (who is also the Library District Administrator) and County Counsel have determined that the definition of “fair representation: is “proportional representation”, namely that the proportion of city versus unincorporated residents on the local library board reflect the overall proportion of the city versus the unincorporated residents within a library’s service area. The West Linn Library Service Area population includes approximately 13% unincorporated Clackamas County residents. On a seven member board, one member is about 13% of the total. Having one appointed member within West Linn’s Library Service Area coming from its unincorporated Clackamas County constituents would reflect proportional representation. The existing language in Municipal Code, section 2.035, prohibits the City Council from appointing a library patron from the West Linn Service Area (i.e. outside the city limits) to the Library Advisory Board, causing the City of West Linn to be out of compliance with the IGA. The language proposed in Ordinance 1678 provides the flexibility to ensure that the Library Advisory Board is composed in a manner that meets the fair representation requirement in the IGA.

Foundation Update: Martha Swanson, Library Foundation Chair: Martha reported that the Library Foundation has been on Summer Break since June 2018. The Library Foundation will resume meetings Thursday, September 20th. Martha briefly reported that the Book Nook continues to be profitable.

Board Comments: Tom Miller requested information regarding the demographics for the West Linn Library Community Survey. There was a brief discussion of the demographic information location in the survey. Aeric Estep inquired about the past car counting report that was conducted by the Library. This report counted cars coming and going from the parking lot. The data for this report was conducted back in January 2018, during the time of inclement weather, so it took a few weeks longer to collect data. The report will be on the October Library Advisory Board Agenda. Both of these topics (survey & parking report) will be discussed at next Library Advisory Board meeting in October.

Adjournment: Tom Miller motioned to adjourn at 6:43pm seconded by Martha Swanson.

The next Library Advisory Board Meeting is scheduled for Wednesday, October 17th at 5:45pm in the Community Room at the Library.

Respectfully submitted,
Melanie Nelson, Assistant to the Director
9.20.18

2018 Summer Reading Program Highlights

<i>SRP STATISTICS</i>	<i>REGISTRATION</i>	<i>FINISHERS</i>
2017	2271	1094
2018	2839	1319
% OF GROWTH	25%	21%

SUMMARY

We believe our notable 25% increase in sign up is due to the library's increasing collaboration with schools along with encouraging families to sign up and read together.

812 kids and 263 teens completed the program, receiving a grand total of 1075 free books, a prize packet with local incentives including a coupon to the Book Nook bookstore and a \$5 off fine token.

KIDS PROGRAMS

Our 7 week series of family programs at Willamette Park continued to attract a growing audience. We offered books for check out using mobile circulation.

Willamette Park Program Attendance:

2017	1796
2018	2169
INCREASE	20%



Zaniac at Willamette Park

SUMMER STEM

We piloted a new series on Mondays in the Hollow where kids applied STEM related thinking with hands-on activities, such as making slime, driving a robot, aerodynamics and more. 425 children participated in these 6 weekly sessions.

TWEEN & TEEN

We offered 15 programs for tweens and teens, ranging from Bad Movie Night, an Oreo Taste-Off, a manga drawing class and bookfolding, which reached 350 youth.



Oreo Taste Off



Hedgehog Bookfolding