

## Library Advisory Board Minutes October 17, 2018

**Present Library Advisory Board Members:** Janet Dalgaard, Library Advisory Board Vice Chair, Aeric Estep, Tom Miller, Martha Swanson, Melinda Robinson, and Mary Jo Steele.

Teri Cummings, City Councilor and Liaison to the Library

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

**Call to Order:** Janet Dalgaard called meeting to order at 5:46p.m.

**Agenda Review:** Agenda approved 7:0.

**Public Comments:** None.

**Minutes Review:** (9.19.18) Motion to accept minutes with no edits or additions by Aeric Estep, seconded by Tom Miller. Minutes approved 7:0.

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

- **New Library Advisory Board Chair & New LDAC Representative:** Library Staff exited the Community Room while Library Advisory Board Members voted for a new Library Advisory Board Chair and Vice Chair. Martha Swanson motioned for a vote for Janet Dalgaard Chair as Chair and Tom Miller as Vice Chair. Rebecca Cassidy seconded motion. Library Staff returned after voting was complete. Doug explained to the Library Advisory Board the roles and responsibilities of the LDAC (Library District Advisory Council) Representative. Please see this link for the bylaws of LDAC: <https://www.clackamas.us/librarydistrict/bylaws.html> . Janet Dalgaard motioned that Aeric Estep be the LDAC Representative for the West Linn Library. Tom Miller seconded. Approved 7:0.
- **Community Survey:** Doug briefly discussed the patron survey, specifically areas that may assist with the Strategic Planning. Parking and reaching the demographic of patrons between the ages of 25 to 50 specifically Adult Programing. How do we engage this demographic to continue their “art of discovery”? Parking is always going to be a challenge at the library. Doug would like a few of the Library Advisory Board members to create task groups with a community “kitchen table” type discussions of programs the citizens would like their ideas & thoughts for Strategic Planning. Councilor Cummings commented that the Council has discussed a “city bus/shuttle” similar to Wilsonville. Council has also visited Forest Grove to observe their transit system.

- **Review Car Counter for Report/Graph Upper Library Lot:** Library Advisory Board member, Aeric Estep at the last meeting inquired to car counter report from upper lot. The original car counting report was attempted in January of 2018, but due to inclement weather, data was not collected. The car counting report was done in March for a 5 day period Monday through Friday (March 12<sup>th</sup> to March 16<sup>th</sup>) from 8a.m. to 9p.m. The data was collected and graphed. Each Library Advisory Board Member received a copy of the graph. The graph indicates times of day when the upper lot is the busiest- Thursday and Friday mornings during Storytime. Also 2pm also sees an increase of activity. The first day data collection didn't begin until after the car counter was installed at 10:30am.

**Foundation Update:** Martha Swanson, Library Foundation Chair: Martha reported that the Library Foundation will be hosting a fundraiser for the Dolly Parton Imagination Library at the Willamette Ale House in the Willamette area on Thursday, November 1<sup>st</sup> from 7-9pm. All proceeds from the \$25 ticket sale will go directly to support the Dolly Parton Imagination Library. There will be a silent auction for two raffle prizes.

**Board Comments:** Mary Jo Steele and Rebecca Cassidy both indicated they would be interested in participating on a task group working with the community to assist with Strategic Planning.

**Adjournment:** Janet Dalgaard motioned to adjourn at 7:18pm seconded by Tom Miller.

The next Library Advisory Board Meeting is scheduled for Wednesday, November 21<sup>st</sup> at 5:45pm in the Community Room at the Library.

Respectfully submitted,  
Melanie Nelson, Assistant to the Director  
10.18.18