

## Library Advisory Board Minutes February 20, 2019

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

Teri Cummings, City Councilor and Liaison to the Library

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

**Absent:** Mary Jo Steele, (*excused*)  
Melinda Robinson, (*excused*)  
Rebecca Cassidy, (*excused*)

**Call to Order:** Janet Dalgaard called meeting to order at 5:53p.m.

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

**Public Comments:** None.

**Minutes Review:** (12.19.18) Motion to accept minutes with no edits or additions by Tom Miller, seconded by Aeric Estep. Minutes approved 4:0.

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

- **Budget:** Due to PERS expenditures, West Linn like many other Oregon cities are in a budget shortage. Along with each city department, the city has offered an incentive for early retirement to employees.
- **Library Staffing:** With the budget shortage, Doug had to make a difficult but necessary budget cut & decided to not renew the contract for the Library Circulation Supervisor.
- **Potential Upcoming Policy Revisions:** Doug would like to look at potential revision of patron replacement of lost/missing items- particularly, DVD's and Blu-Rays. Some patrons would prefer to purchase a lost/missing item & bring in to replace the item they lost rather than pay the replacement cost in Workflows. The problem with DVD's & Blu-Rays is there are a number different "versions" of these media items & makes it difficult for staff to process & re-catalog. Included in this policy is if a patron does pay for said lost item & the item shows up & is returned to the collection within 6 months, the library then refunds the amount the patron paid for lost item. This process is lengthy & requires a lot of staff (library & finance) time. Doug would like to look at different policies that other LINCC libraries are using & create or edit the "Missing AV Items Procedure" policy. Melanie will email existing policy to Library Advisory Board members to review prior to the March 20<sup>th</sup> meeting.

- **Dolly Parton Imagination Library (DPIL):** Sarah reported that we are going to launch the Dolly Parton Imagination Library on Monday, February 25<sup>th</sup>. Many thanks to the West Linn Library Foundation for supporting & raising funds for this exciting new program for children from age birth to five years old in our community. Parents may sign their child up either on the Dolly Parton Imagination Library website or we have paper applications here at the library- staff is able to help parents enroll their young children. Wilsonville has had the program available for some time & we are excited to collaborate with the West Linn/Wilsonville school district to reach out to younger siblings of school age children.
- **Update on Library Capital Projects:** Doug reported that several roofing contractors met with Doug & Ken Worcester, Parks & Rec Director for proposals for the library roof. Ken would like to have the bids in by March 11<sup>th</sup> to present to City Council. Also included in capital projects is a generator for library.

**Foundation Update:** Martha Swanson, Library Foundation Chair: Martha reported that the Library Foundation is waiting for the proposal from the Boy Scouts troop that want to do their Eagle Scout project here at the library. The Boy Scouts would like to create a Memorial Garden on the north side of the building where the totem poles currently reside.

**Board Comments:** None

**Adjournment:** Martha Swanson motioned to adjourn at 6:56pm seconded by Tom Miller.

The next Library Advisory Board Meeting is scheduled for Wednesday, March 20<sup>th</sup> at 5:45pm in the Community Room at the Library.

Respectfully submitted,  
Melanie Nelson, Assistant to the Director  
02.26.2019