

## Library Advisory Board Minutes March 20, 2019

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

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

**Absent:** Teri Cummings, City Councilor and Liaison to the Library (*excused*)

**Call to Order:** Janet Dalgaard called meeting to order at 5:47p.m.

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

**Public Comments:** None.

**Minutes Review:** (02.20.19) Motion to accept minutes with no edits or additions by Aeric Estep, seconded by Janet Dalgaard. Minutes approved 7:0.

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

- **Policy Revision:** The current "procedure" for West Linn Missing/Lost items was emailed to library Advisory Board Members after the February meeting for their review. The procedure should be a policy on how to handle patron lost items. Currently, the procedure is if a patron has lost a West Linn item, the patron then pays for lost item. If the lost item is found within 6 months, the current procedure is to refund the patron what they paid for the lost item. This process takes several staff to complete as well as a timely procedure. Doug would like to create a policy for Lost/Missing items of West Linn Library. A discussion of board members agreed that if a patron lost an item, paid for it, then found it, there should NOT be a refund to the patron. They may keep the item found as they have paid for it, but the library should not be refunding the monies the patron paid. Doug will work with the Admin Team to create a "draft" for board members to review at the April Library Advisory Board meeting.
- **Dolly Parton Imagination Library (DPIL):** Sarah Flathman, Library Manager Youth Services: Sarah was happy to report that in the first week of sign-ups for the DPIL there were 220 children! Library Board Member, Aeric Estep was the first to join with his 2 young boys. This exciting new program has exceeded our expectations of sign-ups. This is exciting news and we are looking forward to collaborating with the West Linn Library Foundation for fund raising. Thank you to the West Linn Library Foundation for supporting the Dolly Parton Imagination Library in West Linn.

- **Update on Library Capital Projects:** With GO Bond funds, the Library will be getting a generator for Emergency Preparedness. Additional testing of the building will be conducted. Depending on test results, the Library may be a communication hub as we are connected to the Clackamas County Enclosed fiber network which means if Comcast & other providers go down, the library is not dependent on their services. All emergency dispatching will be at the Police Department, but the library may be used as a central communication hub to relay information to our community in such an event. The installation of the new generator is anticipated for the fall of 2019. The installation of the generator will be on the eastside of the building.
- **Roof:** The roofing company (Carlson) has accepted the roofing contract to repair the library roof. We have met with both the project manager & the subcontractors. The anticipated start date is April 1, 2019. The project is to last 3-4 weeks- this **does not** include weather delays. The library will be closing off the far North end of the upper parking lot (8 stalls) for the equipment & contractor's vehicles. They will install a temporary fence to allow for pedestrians to access the pathway between the library parking lot and Bolton Street. We will post construction dates for public as soon as possible.
- **Foundation Update:** Martha Swanson, Library Foundation Chair: Martha: Items on the Agenda for the Foundation meeting 3/21/19: the state has a House Bill (HB2247) creates a state fund 50/50 matching fund for Imagination Library. Martha and Sarah worked on the West Linn Community Grant. Last year the Foundation received the community grant for a little over \$2,100.00 which was used (and will be used in 2019) for the Dolly Parton Imagination Library. Other items on the agenda are Fund raising for the HGJ Endowment, Summer Reading Program & October 17<sup>th</sup>, 2019 DPIL Fund Raiser. Again this will be held at the Willamette Ale & Cider House.

**Board Comments:** None

**Adjournment:** Tom Miller motioned to adjourn at 6:56pm seconded by Aeric Estep.

The next Library Advisory Board Meeting is scheduled for Wednesday, April 17<sup>th</sup> at 5:45pm in the **HOLLOW** at the Library.

Respectfully submitted,  
 Melanie Nelson, Assistant to the Director  
 03.22.2019