

Library Advisory Board Minutes May 15, 2019

Present Library Advisory Board Members: Janet Dalgaard, Library Advisory Board Chair, Tom Miller Vice Chair and Board Members; Martha Swanson, Aeris Estep, Melinda Robinson.

West Linn Staff: Doug Erickson, Library Director, Melanie Nelson, Assistant to the Director, Sarah Flathman, Library Manager- Youth Services
Teri Cummings, City Councilor and Liaison to the Library

Absent: Mary Jo Steele and Rebecca Cassidy (*excused*)

Call to Order: Janet Dalgaard called meeting to order at 5:50p.m.

Agenda Review: Tom Miller moved to approve agenda with no edits or additions, Martha Swanson seconded. Agenda approved 5:0.

Public Comments: None.

Minutes Review: (03.20.19) Motion to accept minutes with no edits or additions by Martha Swanson, seconded by Janet Dalgaard. Minutes approved 5:0.

Director's Report: Doug Erickson, Library Director:

- **Roof:** Jeremiah Kirk, City of West Linn Building Maintenance was unable to attend this meeting. Melanie Nelson, Assistant to the Library Director reported updates on the roof repair project. With the great weather we have had for the last 2 weeks, they have been able to get a lot of work completed. Melanie shared a timeline (provided by Jeremiah Kirk) of the roofing projects here at the library. Staff is happy to report there haven't been any complaints about parking or noise during the construction. The project should wrap up by the end of May- weather permitting.
- **Lost/Replacement Item Policy:** Back in March, all board members were emailed a **draft** of the Lost/Replacement Item Policy for their review. This policy will update the current policy which currently offers cash refunds if a patron pays for a lost/replaced item & then the item is found within a 6 month period and returned to the Library. The new policy does not include a cash refund for the patron. It will however, create a credit on the patron's library account that may be used to settle overdue fines & other fees. This new policy also states that the library cannot accept preplacement items in exchange for lost materials. It can be difficult to get the correct format and edition when acquiring replacements. Melinda Robinson moved to approve new policy and Tom Miller seconded motion. Approved: 5:0

- **LDAC & Task Force update:** Aeris Estep, LDAC Representative & Library Advisory Board member updated information on the library district task force for library services & long term funding for libraries in Clackamas County. LDAC created a document outlining the task force. This document has been sent on The County Commissioners office for their review. Doug will email the updated LDAC document to members for more details.
- **Strategic Planning- Draft:** Doug explained the Director's Group with LINCC (Libraries in Clackamas County) draft of their Strategic Planning (attached with minutes). Some of the areas discussed are: Provide Equitable Access, Commit to Youth and Connect with Communities.
- **Foundation Update:** Doug reported on Martha's behalf that the new item on the Foundation Agenda for Thursday, May 17th would be a discussion to establish a "membership" for the West Linn Library Foundation. The Foundation's next meeting is Thursday, May 16, 2019 at 4:00pm in the Community Room at the Library.
- **Board Comments:** Janet Dalgaard encouraged members & staff to buy plants for sale by the West Linn Riverview Lyons. There are several plants left over from their annual Mother's Day plant sale at Bolton Primary School. Please stop by 2023 19th Street, West Linn to purchase plants, hanging baskets. Payment (via check) made out to Riverview Lyons may be placed in the mailbox if no one is home. Also happening, annual Tea Party at the McLean house another fundraiser to support the Riverview Lyons that graciously support the Library's Summer Reading Program.

Adjournment: Tom Miller motioned to adjourn at 6:50pm seconded by Aeris Estep.

Respectfully submitted,
Melanie Nelson, Assistant to the Director
05.16.19