

# LIBRARY BOARD MEETING

## May 23, 2012

**Present:** Janet Dalgaard, Lisa Dunne, Doug Erickson, Kathy Graef, Sterling James, James Milne, Tom Miller, Pam North and Mary Jo Steele

**Staff:** Diane Satchwell and Joanna Campa

Library Board Chair, Doug Erickson, called the meeting to order at 5:45pm.

**Minutes Approval:** Janet Dalgaard moved to approve the April minutes. Tom Miller seconded the motion. The motion passed 9:0.

**Formal Parking Lot Presentation:** Peter Spir, an Associate Planner with the City of West Linn's planning department addressed the Board. He stated that due to a change in the additional usage space in the library that we are actually under what we should be for this building. Mr. Spir informed the Board that he will be the applicant for the new parking lot building application. It will then be handed over to another planner for review and approval. This leaves it open for us to apply for more spots in the future. He then explained more, referring to the parking lot proposal that had been handed out to the Board. They are looking into landscape changes so there will be more lines of sight from Burns St. and Hood St. He believes he can have a land use application by the end of June. It could go to Engineering by September. If there are no appeals, construction could be started in October or November.

Library Advisory Board Recommendations: The parking lot design review on the Board's proposal was insufficient and would like to ask Engineering to come to the next Board meeting for an updated design. They would also like to find out if the graded path leading from the parking lot into the Children's Room will be a level path.

**Sterling James moved** to approve the planning department to continue to move forward with the parking lot development. **MJ Steele seconded** the motion. The motion passed 9:0.

**Mr. Miller moved** to approve a request for the engineering department come to the next Board meeting and give an updated presentation on the parking lot design. **Ms. Dalgaard seconded** the motion. The motion passed 9:0.

The library is the first department the City has charged for a permit. Library Director Diane Satchwell has asked the City for an itemized print out as to how much will be spent and where.

Mr. Miller made a request that some of the capital improvement money be spent on the looking into the future of libraries. Ms. Satchwell stated that she has already allocated money (not CIP) to have a specialist come in to help with that.

#### **Directors Report:**

Ms. Satchwell passed out to the Board the Capital Improvement Plan that was approved by the City Council. The packet explains where the capital improvement money has been allocated for the next few years.

A full time Library Assistant II position will be opening up. The schedule will be Friday thru Tuesday, giving us extra staff help where we need it most.

Summer reading programs start June 15th. Along with our Youth Services Summer Reading Program, we will be having a full blown Adult Summer Reading program.

Ms. Satchwell has designed a form for staff to fill out when they have a suggestion for a new library program. The suggestion will be evaluated as to the value it brings to the library, as well as keeping in line with the library's strategic plan.

A space planner and designer are looking into redesigning the Children's room to give it more flexibility.

The Lucky Day display has been very popular. Patrons are thrilled to find the newest materials available immediately for them.

Librarian Greg Williams presented at OLA and did a great job. We've had contacts from around the country that have used the power point presentation he came up with for E Readers.

Ms. Satchwell recently addressed the Leadership academy. This is made up of 25 citizens who want to be involved in the City in the future. She talked for 20 minutes explaining the programs available at the library as well as materials we have. When she finished she asked for a show of hands of how many knew previously about this information. None of the participants raised their hands. Ms. Satchwell wants to start marketing the library better to the community and show the value we bring to them.

Ms. Satchwell updated the Board about the book weeding project. We have been donating some of these books to 3 different places, which include charities and libraries that have no funding. Mr. Miller stated that he had another group he knew of that sends books to Uganda. He will get this information for Ms. Satchwell.

**Friends of the Library Report:** Ms. Dalgaard stated that things are going well with the Book Cellar and the Friends have money for the some of the library's needs.

**Board Comments:** Ms. Dalgaard asked if the Board wanted to have a summer party like they had last year. It was decided that Ms. Dalgaard and Ms. Steele will plan the party.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 7: 18pm.

Respectfully Submitted,

Joanna Campa  
Recording Secretary