

West Linn Library Advisory Board Minutes

Wednesday, December 16, 2020 VIA Zoom

Present members: Tom Miller, Janet Dalgaard, Aeris Estep & Emily Hogan

Absent: Melinda Robinson (*excused*)

Rebecca Cassidy (*excused*)

Martha Swanson (*excused*)

Jules Walters, Mayor Elect & Liaison to the Library Advisory Board (*excused*)

Staff Present: Doug Erickson, Library Director, Sarah Flathman, Youth Services Manager, Melanie Nelson, Operations Supervisor/Assistant to the Director

Call to order: Doug Erickson called the meeting to order at 5:04pm

Agenda Review: No edits or additions Aeris Estep moved to approve agenda, Tom Miller seconded the motion. Passed 4:0

Public Comment: None

Library Update: Doug Erickson, Library Director

- **Library Updates:**

- Doug reported that the city network was down & services were not working towards the end of November
- Clackamas County reported an outage occurred last Saturday (12/12) while working on an update. This affected many of the countywide library services. The county is currently diligently working to restore the services. Library staff has worked around these outages & continued to provide library services for our patrons.
- The Adult Services Librarians are working on a Homebound pilot project with 15 patrons participating
- Letters to the Community: a program designed to have community members of all ages write anonymous letters to citizens residing in homecare, assisted living, memory care and nursing homes. Several Kindergarten students have already created letters. There will be 3 boxes located within the community for pick-up of letter writing supplies as well as a drop of location.
- Library Educator position posted: This individual will focus on on-line science based programs/projects for young patrons & students in schools.
- Curbside pick-up: we average 105 curbside appointments daily Monday-Friday.
- West Linn Food Pantry: During curbside hours library staff have been placing food bins for donations outside of the library for the West Linn Food Pantry. The library has been working with the WL Food Pantry for several years with bins available in the library. With the closure, Doug wanted to ensure the

library could continue to assist the WL Food Pantry with the needs of our community during this difficult time.

- **Policies:** Behavior policy was reviewed with suggestions to “Rules adding to the “Following actions are examples of conduct that is prohibited on the Library property or library forums of communications & activities”. #15 “Lying down or sleeping in the library. It was also suggested deleting “sleeping” and adding “or using the library space to the detriment of others”. Also noted was using the definition of “harassment” as defined by the New Oxford American Dictionary. The policy is being revised to update. Doug will invite Bill Monahan (one of the city attorneys) to review the policy as well. The last policy update was 2013. A new draft will be available (via email) for Library Advisory Board members to review and discuss at the January meeting.

Foundation Update: Doug Erickson updated on the Library Foundation:

- A second family will be supporting a second Holly Grace Jones High School Scholarship.
- The Library Foundation held a membership drive for the Foundation on social media and raised about \$1,300.00 for the Foundation.
- The Book Nook (used book store in library) has been closed since COVID so there is no profits coming in until the library can safely re-open.
- Dolly Parton Imagination Library (DPIL) Sarah Flathman reported this program continues to receive revenue & currently has a year worth of funding in the bank. Currently in our community: 465 children have signed up with 50 graduates. This program supports monthly books to children 0-5 years of age. About 40% - 50% of our community in this age group are participating.
- Strategic Plan: Foundation is close to finishing.

Board Comments: None

Adjourn: Tom Miller moved to adjourn at 5:42 p.m. and Aeris Estep seconded.

Respectfully submitted,

Melanie Nelson

Library Operation Supervisor/Assistant to the Library Director

12.17.2020

Next meeting Wednesday, January 20th at 5:00p.m. via Zoom