

West Linn Library Advisory Board Minutes

Wednesday, April 21, 2021 VIA Zoom

A recording of this meeting is available on the City of West Linn website

Present members: Library Advisory Board members: Matt Brown, Jan Boyd, Janet Dalgaard, Emily Hogan and Tom Miller.

Absent: Martha Swanson, board member (*excused*)
Rebecca Cassidy, board member (*excused*)
Councilor Rory Bialostosky- Liaison to the Library Advisory Board (*excused*)

Staff present: Doug Erickson, Library Director, Sarah Flathman, Youth Services Manager, Melanie Nelson, Operations Supervisor/Assistant to Director and Rick Peterson, Library Manager

Call to order: Janet called the meeting to order at 5:07 p.m.

Minutes review: No edits or additions. March 2021 minutes unanimously approved 4:0.

Agenda review: No edits or additions. Janet moved to approve agenda. Passed 4:0.

Public Comment: None

Library Update: Doug Erickson, Library Director

- **Behavior Policy Review & Additions:** A draft copy was emailed to all members with additions suggested by Bill Monahan at the March LAB meeting. Doug explained that the draft with additions will now need to be reviewed by (CIS- City Insurance Company) then will get final review by Library Advisory Board members. Tom Miller moved to send draft to CIS for review and Andrew Brown seconded the motion. Approved 4:0.
- **Reopening library phase 1:** Doug reported in person holds pick up are going smoothly since reopening the library on March 15th. Doug was hopeful to add to services, but with County & State COVID numbers on the rise, the library will continue with services currently offered: Book bundles, in-person holds pick-ups, continue with on-line Storytime & many other services for patrons. Doug is hopeful the COVID numbers will decrease and the library will follow local, county and state guidelines.

- **Updates:** Doug shared that the library has ordered new sitting chairs for the library (easier to clean) new tables- six smaller tables for individual studying or reading and 2 larger tables for a small group of four. A new Reference/Information desk is also on order- similar to the desk in the Youth Services area downstairs. The Admin staff is also sourcing a vendor for smart lockers (similar to an Amazon locker) to be installed outside for 24/7 holds pick-up by patrons.
- **Library Hours of Operations:** Doug requested all library advisory board members to think about hours of operation when the library re-opens to full capacity. This will be an agenda item on May's Library Advisory Board agenda.

Foundation Update: Doug reported that the Library Foundation fundraising- Book Bundles for \$25.00. Buyers would request a bundle with specific genre, age or specific requests & the Foundation beautifully wrapped the bundles and delivered to the purchaser. Sarah Flathman & Jan Boyd along with Denise Jones, will be interviewing for the HGJ school scholarship applicant from the WL/WLVN school district.

Board Comments: None.

Adjourn: Tom Miller moved to adjourn at 5:33 p.m. and Matt Brown seconded.

Respectfully submitted,
Melanie Nelson
Operation Supervisor/Assistant to the Director
4/26/2021

Next meeting Wednesday, May 19 at 5:00p.m. Via Zoom