

## West Linn Library Advisory Board Minutes

Tuesday, August 20, 2024

West Linn Public Library in person in the Community Room & Zoom (hybrid meeting)

**Link to video:** [https://us02web.zoom.us/rec/share/xMu6cog0vHefUlelChckN8-hc0OKkoH86dYRqUvs7n\\_s8XC8Y9GU8JsnEu\\_MnRa.QwtlOoxrtBBehalh](https://us02web.zoom.us/rec/share/xMu6cog0vHefUlelChckN8-hc0OKkoH86dYRqUvs7n_s8XC8Y9GU8JsnEu_MnRa.QwtlOoxrtBBehalh)

**Present members:** Library Advisory Board (LAB) members: Janet Dalgaard, Martha Swanson, Matt Brown, Jessica Wise, Nick Bertram, Rachel Hyde

**Absent:** Amy Porter, Library Advisory Board member (*excused*)

### Staff present:

Sarah Flathman, Assistant Library Director  
Rebecca Mayer, Library Manager  
Cheryl Hill, Adult Services Librarian  
Sara Chesney, Adult Services Librarian  
Sandi Box, Volunteer Coordinator

**Call to order:** Janet Dalgaard called the meeting to order at 5:00 p.m.

**Minutes review:** 05-21-2024 – Jessica Wise moved to approve & Janet Dalgaard seconded. Minutes approved with no edits or changes. 6:0

**Agenda review:** No additions or edits to agenda

**Public Comment:** None

### Library Leadership Update:

- Library Staff Introduction: Sandi Box, Volunteer Coordinator
- Community Room Policy Revision
- LDAC Representative
- LAB Cultural Pass Social Outing
- Recent Highlights & Upcoming Events

### Library Staff Introduction – Sandi Box, Volunteer Coordinator

Sandi Box has worked at the library for 18 years and for the last 6 years as the Volunteer Coordinator. She actually started as a volunteer herself in 2005 doing the picklist!

Those interested in volunteering can firstly apply on our website, then Sandi will set up a meeting with them to determine what types of activities they're interested in along with current library needs. Volunteer opportunities range from pulling holds from the picklist (this is done several times a day), reshelving books that have been returned, shelf reading and tidying. Book Nook volunteers work everyday going through the book donations and

restocking the bookstore. We have volunteers who assist with storytime, putting together Book Bundles, maintaining our StoryWalk and creating the StoryWalk display. Our Tales to Tails program is made up of volunteer handlers and registered therapy dogs. Currently we have 60+ active volunteers.

To recognize volunteers, Sandi selects a volunteer of the month, does special activities during Volunteer Appreciation Month along with various holidays and offers an annual Volunteer Appreciation event over the summer.

### **Feedback on Updated Community Room Policy:**

Cheryl and Sara joined the May meeting to request feedback on the draft Community Room policy and have now provided a final draft for LAB's consideration. Interest in using this room has only grown and there was much gray in the previous policy. The goal is to provide more clarity on allowed and not allowed uses of this space to ensure approval amongst the various staff responsible for reviewing meeting room requests is applied equitably.

Jessica Wise moved to approve and Janet Dalgaard seconded. Approved with no edits or changes. 6:0.

### **LDAC Representative**

Doug shared that each city is supposed to have Library District Advisory Council (LDAC) representative and currently we do not have anyone assigned in this role. Doug described the time commitment required and the current focus which has been clarifying in the IGA (inter-governmental agreement) whether tax assessments can be used for capital improvements along with the definition of allocated costs. Doug asked the group to let him know if they have interest in this opportunity and he could provide more details.

Martha inquired that if someone doesn't step up, would it make sense to rotate this responsibility among all the LAB Members? Doug responded that the LDAC representative must first be approved by City Council then by the Board of County Commissioners. Doug will follow up with the appropriate contacts to see if it's possible to have all Library Advisory Board members approved to serve as a representative on a rotating basis.

### **LAB Cultural Pass Social Outing**

Rebecca revisited the idea of organizing an outing for LAB members utilizing one of the various Cultural Passes. She shared the Cultural Pass brochure so everyone could view the options and inquired what dates and times may work best for members. There was much interest so Rebecca will send out a Doodle poll to see what date(s) work best for the group.

### **Recent Highlights & Upcoming Events:**

#### *Summer Reading Program*

The Summer Reading Program just wrapped up last week and was very successful. The participation numbers for youth remained similar to last year and in fact adult participation rose 15%.

Some highlights of the summer include hosting our first ever *Swiftie Soiree*, celebrating Taylor Swift while listening to her music, making bracelets and coloring Swiftie coloring sheets. This program was incredibly popular and we plan to host again next year.

Camp Half Blood, a program aimed at tweens and teens that celebrates the Rick Riordan book series, attracted 25 participants.

For the Terrific Tuesdays Willamette Park series for children and families, the biggest crowd pleaser was the Reptile Man. Attendance set a record this year at 520 attendees at the 11am show!

Our Adult Services Librarians focused on outreach and visited the Wednesdays in Willamette Summer Street Market three times over the course of the summer along with a Music in the Parks event and tabling at the West Linn Food Pantry.

#### *Upcoming Events*

Two large events are scheduled in October: the 8<sup>th</sup> Annual Kindergarten Carnival targeting new kindergarteners and their families and LibCon(aka Library Comic Convention) which attracts many teens and adults and is open for all ages.

#### *State Library Report*

Rebecca shared the State Library is offering a new interactive tool based up previous State Library report data where you can see Oregon Public Library Trends for individual libraries. Rebecca shared the [link](#) for those who are interested in accessing this resource online.

#### **Foundation Update:**

Nick shared that the Foundation is funding a new retractable awning over the library locker to better protect the locker and patrons utilizing this service from the elements.

**Board Comments:** n/a

**Adjourn:** Janet Dalgaard adjourned the meeting at 6:10pm.

Respectfully submitted,  
Sarah Flathman  
Assistant Library Director  
09.05.2024

**Upcoming meetings: November 19, 2024, 5:00pm**