

# LIBRARY BOARD MEETING

## July 23, 2014

**Present:** Rebecca Cassidy, Janet Dalgaard, Doug Erickson, Kathy Graef, Sterling James, Tom Miller

**Staff:** Holly Mercer, Library Director, Stephanie Hope-Cochran, Assistant Library Director, and Joanna Campa, Librarian

**Absent:** Lisa Dunne (*excused*), Pam North (*excused*) and Mary Jo Steele (*excused*)

Library Board Vice Chair Tom Miller called the meeting to order at 6:00pm.

**Minutes Approval:** **Kathy Graef moved to approve** the May 21, 2014 minutes. **Sterling James seconded** the motion. The motion **passed 5:0**.

**Agenda Review:** No changes were made to the agenda.

**Directors Report:** Holly Mercer gave a report.

Staff :

- Staff Training Day October 13 – For the second year in a row we are having a staff training day. This year it's being held on October 13, Columbus Day. We are having the training at the McLean house this year. Last year it seemed confusing to patrons as they saw we were inside, so we felt it would be easier to hold the day off site this year. Recently retired Hillsboro Director, Mike Smith, will be the speaker of the day. The continuing education committee will also be helping with the day's agenda.
- Congratulations to Joanna – Joanna Campa has been promoted to Librarian. Her replacement will be named soon.

Public Services:

- Zinio - Ms. Mercer has the Zinio survey results the Board asked for and will give a report later in the meeting.
- Summer Reading Program – Summer reading has been going awesome. We met the 75,000 minute reading goal so we decided to challenge each age group to their own 75,000 minute goal which has now also been met! We have 322,000

reading minutes so far for all of summer reading. Ms. Mercer hopes that we will have half a million by the end of the summer.

- Holds Overflow – We have started our holds overflow, making sure we have one copy for every 5 holds on an item.
- Desk/Time study – Stephanie Hope-Cochran will be working on a Desk time study to find out where patron needs can be best met at service desks.

Doug Erickson entered the meeting at 6:15pm.

#### Outreach/Marketing:

- Annual Report 13/14 – Ms. Mercer had the Board look over the Annual report as she went over it with them.
- Old Time Fair and Parade – The parade went very well. We were the Grand Marshals and many past Librarian's were in attendance. We also had a booth at the Fair and it was very successful. The Friends had some books for sale, the Foundation had donation envelopes available to enter their drawing, and we had summer reading sign ups as well. It was a great way to get information out about the library to people who might not think about us.
- Boy Scouts picnic tables – The Eagle scouts have finished their projects. We have a new picnic table upstairs and another with a covering near the new parking lot.

#### Current projects/updates:

- Small Business Resources Center - (RAIN) – The small business center has opened and we are refining and expanding services and programs. It is being utilized every day. We are looking for an acronym to call the room. One that has come up is RAIN, Resources Assisting with Innovation and Networking. If you have an idea for a name for the room, let Ms. Mercer know.
- Programming – Holly had a sheet on library statistics for the past fiscal year and went over it with the Board. The statistics included the number of visitors, borrowers and circulation as well as statistics about programs and showed changes from last fiscal year to this year.
- Mobile Circulation – We are a test site for a mobile circulation app.

- Teen Services ReVITALization (Digital Media space) – The Foundation reached their goal and are ready to start work on the Teen area. They are hoping to have it finished in October.

Longer term goals:

- Adult circulation remodel – Ms. Mercer is still looking at this with the possibility of going to one desk upstairs in the future.
- Electronic fine payment – in process – This is actually now in process. LINCC is working out the details.
- Online card applications – Not there yet.
- RFID – When Oregon City opens with their new remodel, the whole county is going to try to have RFID.

**Friends of the Library Report:** Janet Dalgaard gave a report. They had an awesome time at the Old Time Fair and overstock sale this past weekend raising over \$2,000. They have a meeting coming up in August and everyone is invited. They had a great day yesterday and made over \$200 in the store!

**Foundation Update:** Rebecca Cassidy was not able to attend the June meeting. Ms. Mercer gave the report. There was a push to meet their goal for the Teen ReVITALization, which they did. Melinda Robinson is the new Foundation President.

**Zinio Magazine Service** – Ms. Mercer handed out the second round of surveys. We did add the question if they would allow their children to check out the magazines. Board members discussed adding the magazine service. It was decided that we would try the service for one year.

**Small Business Update** – The small business center is now open and being utilized every day. We're also possibly going to ask the artist who worked on our word tree to add some art in that room.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:35pm.

Respectfully Submitted,

Joanna Campa  
Recording Secretary