

Library Advisory Board Minutes September 18, 2019

Present Library Advisory Board Members: Janet Dalgaard, Library Advisory Board Chair, Tom Miller, Vice Chair and Board Members; Martha Swanson, Aeric Estep, Melinda Robinson & Rebecca Cassidy

West Linn Staff: Doug Erickson, Library Director, Melanie Nelson, Operations Supervisor, Rick Peterson, Library Manager
Teri Cummings, City Councilor and Liaison to the Library

Absent: Mary Jo Steele (*excused*)

Call to Order- Minutes review: (5-15-19) Janet Dalgaard called meeting to order at 5:50p.m.

Agenda Review: Agenda approved with no edits or additions approved 6:0.

Public Comments: None.

Minutes Review: (05-15-19) Motion to accept minutes with not edits or additions by Aeric Estep motion, seconded by Martha Swanson. Minutes approved 6:0

Director's Report: Doug Erickson, Library Director:

- **State Library Report/Employee Update- Rick Peterson, Library Manager:** The following information may be found on-line for more detailed information.
- General Info
 - # of registered users (and added)
- Staffing
 - FTE
 - Salary info
 - Volunteer Hours
- Revenue
 - City
 - District
 - Grants
- Expenditures
 - Personnel
 - Collections
 - Other materials & services
- Collections (total and added)
 - Books, audio, video
 - Digital (eBooks, audiobooks, video streaming, databases)

State Library Report Overview- Continued Rick Peterson:

- Services
 - Hours
 - # of visitors
 - Programs
 - Circulation
- Other
 - Fines & fees
- Technology
 - # of computers
 - Usage (PC sessions and Wi-Fi)
 - Wi-Fi speed
 - Website visit

Employee Update- Rick Peterson, Library Manager

Steve Hallberg, Cataloging Librarian will be retiring on October 4th. Steve does all the cataloging for the library. This responsibility has been shifting to two Library Assistants, each receiving a promotion. A new Librarian, Sara Chesney has accepted the position as Librarian I. Her main focus will be working on Adult Programming and assisting Cheryl Hill our Adult Librarian.

- **LDAC- Aeris Estep, LDAC Rep & Library Advisory Board Member:** Doug and Aeris reported that a task force has been established within LDAC (citizen's only). This group will look at the possibility of increasing the levy passed (back in 2007/08) for the library tax districts in Clackamas County to reflect inflation. It's currently taxed assessed around .37 cents. Some districts in Oregon are approximately .71 cents. This task force will work with LDAC to determine if this is something the Library District want to move forward with.
- **Strategic Plan- Doug Erickson, Library Director:** Library Advisory Board members will be meeting with West Linn City Council in February, 2020. The majority of members agreed that most Strategic plans can be a boring drawn out report. Doug has suggested creating a "one-sheet or broad side" where bullet points & graphics fit on one sheet. This allows main topics & points to be easily read. A draft form of the proposed 2020-2023 Strategic Plan was handed out with directions to review, edit and or make changes & return with ideas for October's meeting.
- **Foundation Update: Martha Swanson, Library Foundation Chair:** Second Annual Dolly Parton Imagination Library (DPIL) Fundraiser at the Willamette Cider & Ale House on Thursday, October 24th. There will be eight different raffle baskets with LOTS of great items. \$25.00 per ticket- each ticket supports one child in the DPIL program sponsored by the West Linn Library Foundation. Also in November, wine tasting with Tumwater Winery at the Library a fundraiser for the Foundation, November 14th an after-hours event, offered by Helen Juarez, Library Foundation member & Book Nook bookstore Manager. In January, we will have Susi B. Davis, watercolor artist at the Library for a Fundraiser, "Paint Your Pet". \$100.00 Susi will sketch you pet & help you paint a portrait of your furry friend. More details to come.
- **Board Comments:** None

Adjournment: Rebecca Cassidy motioned to adjourn at 6:55pm seconded by Tom Miller.

Respectfully submitted,

Melanie Nelson,

Assistant to the Director/Operations Supervisor 9.19.19