

LIBRARY BOARD MEETING

August 22, 2012

Present: Janet Dalgaard, Lisa Dunne, Doug Erickson, Kathy Graef, Sterling James, James Milne, Tom Miller, and Pam North

Staff: Diane Satchwell and Joanna Campa

Absent: Mary Jo Steele (*excused*)

Other's Present: Chris Jordan, City Manager

Library Board Chair Doug Erickson called the meeting to order at 5:47pm.

Minutes Approval: **Kathy Graef moved to approve** the July minutes. **Jim Milne seconded** the motion. The motion **passed 8:0**.

Agenda Review: No changes were made to the agenda.

Directors Report:

Library Director, Diane Satchwell passed out to the Board the new "Greetings from West Linn" post cards the city has printed. On the back of these cards are various City web sites are listed. Ms. Satchwell stated that all the summer reading programs were very successful. There were 1600 Children who participated, 413 Teens, and 400 Adults.

Parking - Ms. Satchwell met with Lance Calvert , the new Public Works director. The application for the parking lot has been approved by the City. Mr. Calvert is going to make some additional design changes to enhance the parking lot, before it goes to the Planning commission for final approval. He has enhanced the lot to have 12 standard size parking spots as well as drive up drop box. Ms. Satchwell would like the Board to review the finished design before it goes for approval. In October the plans will go in for final approval and be signed off. November or December the plans could go to City Council depending on if there are appeals. Construction should start in March pending approval. Mr. Calvert has been working on a way that art can be used in some way with the book drop. We have a budget of \$6,500 to spend on art for this project. Many ideas have been brought up and will be discussed at a future date. Ms. Satchwell passed out the Cities art ordinance and would like the Board to look at the guidelines and come up with ideas. The Board then discussed the issue. City Manager, Chris Jordan answered questions the Board had about the appeal process if someone should appeal the building of the parking lot. Ms. Satchwell added to that to inform the Board that the Bolton neighborhood association is very in favor of the new parking lot. The same can be said about the neighboring business's surrounding the Library.

Chris Jordan addressed the Board and told them the City has decided to contract out their IT management. He feels that this was the best move for the City.

Ms. Satchwell told the Board that the security at the library has also been upgraded with this change. Mr. Jordan left the meeting at 6:00pm.

Ms. Satchwell as well as the City Manager and assistant City Manager went to visit MAC. Our library will be the first library to check out equipment to patrons'.

Ms. Satchwell has Library programs planned through June 2013. She has been planning programs around our parking needs with the help of our neighbors.

Friends of the Library Report:

Friends of the Library President, Janet Daalgard, stated the recent Friends meeting had a great turn out. They are making some changes in the Book Cellar. They are looking into having volunteers being used as micro managers in a specific hobby or interest that they enjoy. That would mean they take care of the books in that area. They are also starting to have "mini sales". When they have a surplus of a certain genre, they will have those books on sale for a week. Right now they have a surplus of Mysteries, and they have those on sale.

Foundation Report -

Ms. Satchwell gave the Foundation report as Mary Jo Steele was not in attendance. The Foundation was presented with the new children's area designs. They loved the plans. Sherry Sheng is going to form a group and talk about Grant possibilities to get additional funds for the library.

Board Comments: Ms. Daalgard thanked the library for the Teen program and its success. She stated that this is now a cool place for Teens to hang out. The programs this summer have really been fun for the teens to attend and we have had a great turnout.

Mr. Erickson announced that he will be out for a few months on leave and will be back for the November meeting. He asked the vice chair, Jim Milne to run the meetings until his return.

Library Chair Doug Erickson adjourned the meeting at 6:43pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary