

# LIBRARY BOARD MEETING

## December 4, 2013

Present: Rebecca Cassidy, Doug Erickson, Kathy Graef, Sterling James, Pam North and Mary Jo Steele

**Staff:** Holly Mercer, Library Director and Joanna Campa, Library Asst. III

**Absent:** Janet Daalgard (*excused*), Lisa Dunne (*excused*), Tom Miller (*excused*)

Library Board Chair Doug Erickson called the meeting to order at 5:53pm.

**Minutes Approval:** Let the minutes reflect that Rebecca Cassidy's absence at the October meeting was excused. **Sterling James moved to approve** the amended October minutes. **MJ Steele seconded** the motion. The motion **passed 6:0**.

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

Library activities and programs:

- Family Night – Cookie exchange – December 11<sup>th</sup> the library is having a cookie exchange for the public that will be held in the Community Room. The staff is also encouraged to bring cookies and their recipes to have their own cookie exchange.
- Volunteer appreciation evening – The City is holding its own Volunteer appreciation evening. The celebration is being held December 16 after the Council meeting. All Library Advisory Board members are invited to attend.

Staff:

- Staff meeting – Our next all staff meeting is tomorrow, December 5<sup>th</sup>.
- Weekly Directors Update – Ms. Mercer has been sending weekly email updates to staff to keep them up to date on all goings on at the Library.

Public Services:

- Library 75<sup>th</sup> Birthday Celebrations – In March we will be celebrating the Library's 75<sup>th</sup> Birthday Celebration. It will be a month full of events and music. The Foundation will be holding their first ever event to add to the festivities.

- Collection Development procedures – Ms. Mercer has been looking into how work has been delegated and has decided to streamline procedures. She has found the Collection Development procedures very helpful while making these adjustments. She believes that it's not how much you have but how you spend what you have that makes the biggest difference in collection management.

#### Outreach/Marketing:

- Food Pantry, spirit week – We had our first ever spirit week last week for the civil war game. We took in about a barrel and a half of food for the food pantry. We had a candy guessing game where people were encouraged to guess how many candies were in the football gumball dispenser. We even did a guess the score of the game contest with no one coming close to guessing the actual outcome of the game. The Tidings came and took pictures of the event and will be doing an article about it in the near future.
- School visits – The library has been having classes from different schools in the city come and visit. We have also been working with art teachers in order to possibly have a showing of student's art in the future.
- OU architecture students – In October students from the University of Oregon visited the library and toured the building with Ms. Mercer and their instructor. The previous day she attended a panel that looked at their library design work. She met the finalists as well as represented West Linn.

#### Current projects/Updates:

- Technology – Patron computers, wireless printing – This Friday our patron computers are getting an upgrade. We will also be making wireless printing available to patrons.
- Parking lot – lighting and fence – We are still waiting for the official light poles to be installed. Ms. Mercer has been getting a lot of comments about the ravine in that area. There will be a fence installed there within the next couple of weeks.
- Security – cameras –City wide there are going to be security cameras installed in certain areas. The Library is one of those areas. Right now we are focusing on installing them in high traffic areas. This would include the side garden entrance and the circulation area. In all they are looking at installing 4 cameras.
- Roof repairs – The roof repairs are finally finished.

- Customer Service Philosophy – Ms. Mercer has been working on a Customer Service Philosophy Statement addressed to the patrons on how we want to provide services and why we provide services. She is putting that on hold at the moment as she would like the new Assistant Library Director to be a part of it.
- Library mural – 16 artists applied to paint our new mural. In a meeting this week with the committee 3 made the final cut. All 3 of the artists are well known. There will be interviews held later this month to decide on a finalist.
- Ms. Mercer was brought a new plaque in honor of Pam Williams, a past Library Director who worked here for 25 years. She is planning on having a ceremony to dedicate the plaque. MJ Steele suggested that the ceremony take place during the March celebration.

Longer term goals:

- Small business Center – This is still on Ms. Mercer’s radar. She is thinking about turning the room into a second meeting room in the meantime as the Bamboo meeting room has a lot of bookings.
- Teen Services remodel – The Foundation is starting to raise funds for this project in January. The Teen advisory board is consulting and giving suggestions for the room.
- Adult Circulation remodel- Ms. Mercer has a plan to update this area and give it a cleaner look.
- Electronic fine payment – Ms. Mercer is still working on trying to let patrons pay their library fines electronically. She is working diligently as she would like to give patrons an opportunity to pay fines online.
- Fines – In July the fines on children’s books went from .10 per book to .25 per book. This decision was made before Holly started working at the library. Ms. Mercer would like to do something about this. She feels this could be hindering patrons from using the library. She believes we need to give people a reason to use the Library, not a reason not to. The fee was approved by the City Council when they approved the new fee schedule for the next biennial year last spring. She looked into it further and there is a way that we can change the fee structure.

**MJ Steele made a motion** to communicate board support to the City administrator about reinstatement of the fee for late children’s books to .10 per day. **Kathy Graef seconded** the motion. The motion **passed 6.0**.

**Friends of the Library Report:**

In Janet Daalgards absence, Kathy Graef mentioned that sales in the Book Cellar have been down the last few weeks but they're looking for it to pick up with holiday shopping.

**Foundation Update:**

Library Foundation Board liaison, Rebecca Cassidy attended her first Foundation meeting. She stated that letters are going out to ask for the support of the Teen area remodel.

**Library Board Annual 2013 Report:**

Ms. Mercer asked the Board for input on the questionnaire to be turned into the City Council for their annual report. Challenges and goals were discussed as well as what was accomplished this year.

**Assistant Library Director Position:**

Ms. Mercer stated that this is a newly created position for the library. Applications have been received and the position closed on Monday. We received 33 applications for the position. She has been working with HR on a scoring process for the applicants and there are currently 10 semi finalists. Supplemental questions will be going out to these candidates. The supplemental questions will be written soon and then sent out. They will be due a week after that and then scored. The interviews are tentatively set for the beginning of January.

There being no further business, Library Board Chair Doug Erickson adjourned the meeting at 6:48pm.

**Respectfully Submitted,**

**Joanna Campa**  
**Recording Secretary**