

LIBRARY BOARD MEETING

January 22, 2014

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

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

Absent: Rebecca Cassidy (*excused*)

Other's Present: Jenni Tan, City Councilor

Library Board Chair Doug Erickson called the meeting to order at 5:45pm.

Minutes Approval: **Kathy Graef moved to approve** the December 4, 2013 minutes. **Pam North seconded** the motion. The motion **passed 7:0.**

Mr. Erickson introduced our new City Council liaison, Jenni Tan, to the Board. Ms. Tan addressed the Board and discussed the City Council's 2014 goals.

MJ Steele entered the meeting at 5:52 PM.

Directors Report: Holly Mercer gave a report.

Library activities and programs:

- 1000 Books before Kindergarten – Starting in February, using funds through the Ready to Read grant we will be starting a new program called 1000 Books before Kindergarten. Children will be given reading logs to keep track of their hours. There will be different milestones that children can reach. In keeping with our nature theme in the YS department, the children will be called the Owellettes.
- Tablets for children – The tablets for the table down in the YS department are here and we are in the process of getting them set up for use. They are Nabi tablets. Ms. Mercer went with this brand of tablets as they are affordable and if parents like them they could afford to buy them for their own children. The tablets come with pre-loaded software. They should be available for use next week.
- Wireless Printing – Wireless printing is now available for patrons using their laptops in the library.

- State of the City Address –On February 12th the Mayor will be having the State of the City Address at the library. As we are a public building we are hosting this informational event for the Community. He will have a presentation in the center main area of the library, then move to the Community Room for a reception.

Staff:

- Assistant Director Position – The Assistant Director position has been filled. Stephanie Hope-Cochran will be joining our staff as the Assistant Director. She is coming from Miami Florida. Ms. Mercer believes she will bring a unique perspective with her experience of managing 13 libraries in the Miami/Dade area. Her start date is Tuesday, February 18th. Holly outlined the position duties to the Board.

Public Services:

- Library 75th Birthday celebration – We will be officially opening the parking lot on March 1st to coincide with our 75th Birthday celebration. We are busy planning events such as a history recap, unveiling the new mural along the stairway, and dedicating a new plaque in honor of former Library Director Pam Williams. There will also be a band on hand to celebrate with music and cake!
- Children's items fines – As discussed in our prior Board meeting, starting January 1st we had a reduction in our fines for children's books from .25 to .15.
- Food for fines – Starting February 1st we are bringing back Food for Fines. We are offering .50 off patrons fines for a donation of a nutritional can of food to the West Linn Food Bank.
- Library website, URL – Our website has been updated! Our new, shorter URL is www.westlinnlibrary.org.
- Fireplace update – The fireplace is now up and running. It has been updated with new equipment and operates easily with a new on/off remote control.

Outreach/Marketing:

- Mixed Up Files Premiere – Librarian, Carson Mischel has been working on video episodes and they are ready to premier. She partners with other city

departments or other public institutions. They even have a mascot a dog named Robert. The first Mixed up Files episode features local fire fighters.

Current projects/updates:

- Capital Improvement Funds – Ms. Mercer passed out to the Board a memorandum regarding the Capital Improvement Funds. It details what has been spent out of the Funds. It also updates the Board as to what she believes are important expenditures for the future. She would like to keep the amount that is left in holding for future unseen expenditures. In agreement with this, Tom Miller reminded the Board of a former Board members vision for some of the funds to be used for what will be the future of Libraries.
- Library Mural – Ms. Mercer stated that an artist has been selected to paint the mural, Jennifer Cutshall. There was a meeting today including herself, the artist, and the Arts Alliance panel. She explained the mural as, when you see it from away it will look like a tree. But as you get closer, you will see that the entire thing is made up of words. There will be a questionnaire available to patrons who would like to be a part of the process and the words that go into the tree. The artist will start her work in the middle of February.

Longer term goals:

- Small Business Center – This is still on Ms. Mercer’s radar.
- Teen Services ReVITALization – Teens are vital! A remodel of the Teen room is coming through the Foundations fundraising efforts.
- Adult circulation remodel – This remodel would help make the circulation desk more pleasing for patrons to look at and more functional for staff to work in.
- Electronic fine payment – Ms. Mercer is still working on making electronic fine payment a reality.

Friends of the Library Report:

Friends of the Library president, Janet Daalgard gave the report. The Friends are having a meeting Monday discussing when they will be having their next book sale. They already have 60 boxes of books ready for the sale. They’re thinking about having the sale on March 1st to coincide with the 75th Birthday Celebration and selling books for .75.

Foundation Report:

In Rebecca Cassidy's absence, Holly Mercer gave the report. The Foundation held a meeting last Monday to discuss some goal setting and fundraising. They will be having a Foundation sponsored program on March 8th. They are hoping with this to give the Foundation more exposure. They will be having a drawing for a gift basket. If they raise \$5,000 they will be given a matching donation from an individual donor.

Board Positions – Election:

MJ Steele moved to re-elect Doug Erickson as Chair. **Sterling James seconded** the motion. Mr. Erickson accepted the nomination. The motion **passed 8:0**.

MJ Steele moved to re-elect Tom Miller as Vice Chair. **Pam North seconded** the motion. Mr. Miller accepted the nomination. The motion **passed 8:0**.

Board Comments:

Mr. Erickson wanted the Board to know that the Arch Bridge Bolton Center Project meeting is being held on Tuesday, January 28th at 9:30 am at the Bolton fire station. He asked if any of the Board members would be interested in attending as he will be there.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:37 pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary