

# LIBRARY BOARD MEETING

## February 26, 2014

**Present:** Rebecca Cassidy, Doug Erickson, Tom Miller, Pam North, Mary Jo Steele

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

**Absent:** Janet Dalgaard (*excused*), Lisa Dunne, (*excused*), Kathy Graef (*excused*), Sterling James (*excused*)

Library Board Vice Chair Tom Miller called the meeting to order at 5:55pm.

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

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

Library activities and programs:

- 1000 Books before Kindergarten – The 1000 Books before Kindergarten program kicked off this month. So far we already have 100 participants signed up. A few of those participants have already turned in their second reading log. Most of the funding for this program is coming from the Ready to Read Grant. There are 3 business sponsors also supporting the program. They are funding a book bucket that will be taken to preschools and let children take home a book.
- Tablets for children – The Nabi tablets are installed on the computer table downstairs and are already getting a lot of use. The only issue we have had with them is keeping them charged.
- State of the City Address summary – The Mayor held his State of the City address at the library on February 12<sup>th</sup>. The evening went very well with approximately 100 people in attendance. Each City department made a poster relating to their activities in the City.

Library Chair Doug Erickson entered the meeting at 6:00pm.

Staff:

- Assistant Library Director Welcome – Ms. Mercer introduced Stephanie Hope Cochran to the Board. Her first day was last Tuesday, February 18<sup>th</sup>, the day

after the Presidents Day Holiday. Ms. Mercer stated that Ms. Hope-Cochran has some great new ideas for the library.

- Customer Service training – Ms. Hope-Cochran will be holding a customer service training for the staff at the end of March. It will include information on the changing needs of patrons and remind staff of the service that patrons expect from the library.
- Staff Exchange – Ms. Mercer has been talking to the directors at other Clackamas County libraries and they have discussed having a staff exchange. This would be where staff from one library would visit another library for the day. Staff could then see how other libraries work and bring new ideas back to their home library.
- PLA Attendance – Ms. Mercer will be attending the PLA meeting in March. This year it is being held in Indianapolis.

#### Public Services:

- Library 75<sup>th</sup> Anniversary celebration – Invitations have gone out for the 75<sup>th</sup> Anniversary celebration this Saturday, March 1st. Ms. Mercer asked Board members who will be available to come, to please be ready to say a few words about the library. We will be dedicating the new parking lot and the mural with a ribbon cutting ceremony. There will be cake, music and crafts for kids as well.
- Community Room Reservations – Starting March 1<sup>st</sup> we will make our Community Room available to the public to reserve. The information to reserve the room is up on our website.

#### Outreach/Marketing:

- Friends of the Library County meeting – We will be holding the first County wide Friends of the Library meeting here at the library next week. All of the FOL's in Clackamas County are invited. Most of the agenda will be made up of information sharing to see what works and what doesn't work in their organizations.

#### Current projects/updates:

- Parking lot update – The parking lot is completed. One neighbor had an issue with the lighting and shields have been put up to help with that. There is an area where the eagle scouts will be building a gazebo for the library. This area will include a picnic table.

- Library Mural – The mural is finished and ready to be dedicated on Saturday.

Longer term goals:

- Small business center – Ms. Mercer is working with the City's Economic development committee to organize and make this space as useful as possible for the community.
- Teen Services ReVITALization – The Teen Services ReVITALization is promoting the remodel of the Teen services area downstairs. The Foundation is holding a drawing for a basket filled with gifts that is on display in the library lobby. All proceeds will go toward the teen room remodel. The drawing will be held on March 8<sup>th</sup> during the Foundations promotion event.
- Adult circulation remodel – Ms. Mercer does not have a time line on this project but it is still on her radar to work on.
- Electronic fine payment – Ms. Mercer is still working on this with the County to get this up and running.
- Online card applications – We are working on putting library card applications online where patrons can fill them out and submit them to us electronically. We would then input the information and have the card waiting for the patron who would then come in with a form of photo ID and pick up their card. This process would help the patron line at the circulation desk and better our customer service.

**Minutes Approval:** MJ Steele moved to approve the January minutes. Tom Miller seconded the motion. The motion passed 5:0.

**Friends of the Library Update:** In Janet Daalgard 's absence , Holly Mercer gave the report.

The Friends are having a book sale this weekend to coincide with the 75<sup>th</sup> Birthday celebration. All books will be .75 cents. The Friends also had a Board meeting and they approved the Library's programming through the summer. They also approved an amount to help pay for a handicapped door install downstairs at our entrance from the new parking lot. The West Linn Lions paid the remaining balance. They also approved the Summer Reading events as well as the Evanced software program.

**Foundation Update:** Rebecca Cassidy gave the report.

Ms. Cassidy stated that the Foundation is still looking for donations. They are looking forward to their big event on March 8<sup>th</sup>. There is a matching donation of \$5000, if \$5000 is raised by the end of this fiscal year. Business sponsor letters were also sent out and there were a few respondents.

**Assistant Director Welcome:**

Ms. Mercer welcomed Stephanie Hope-Cochran to the Library. The two have been working together on the logistics of what her job will entail. The Board then introduced themselves to Ms. Hope-Cochran and she discussed with them her past experience in libraries.

**Board Comments:**

Doug Erickson then spoke to the Board about how with the arch bridge project starting, he feels the Library is the new gateway to the City. The Board then discussed the different reasons why the Library is the gateway and heart of the City.

MJ Steele left the meeting at 6:42pm.

There being no further business, Library Chair Doug Erickson adjourned the meeting at 6:46pm.

Respectfully Submitted,

Joanna Campa  
Recording Secretary