

LIBRARY BOARD MEETING

December 3, 2014

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

Staff: Holly Mercer, Library Director, Stephanie Hope-Cochran, Assistant Director and Melanie Nelson, Library Assistant III

Absent: Janet Dalgaard (*excused*), Doug Erickson (*excused*), Rebecca Cassidy (*excused*)

Library Advisory Board Vice-Chair Tom Miller called the meeting to order at 6:00pm.

Minutes Approval: Tom Miller moved to approve minutes. Mary Jo Steele seconded the motion. The motion passed 6:0

Agenda Review: No changes were made to the agenda.

Directors Report: Holly Mercer gave a report.

Staff:

- Engagement Survey –strength culture and value. She explained how the survey was processed and proctored. The survey accesses strengths, culture, value and areas of improvement. The survey reflected the staff's assets as strong customer service to patrons and understanding patron's needs, staff coming together as a team to reach goals together and trust for a solid culture. Areas currently working with facilitator and staff to continue open communication with management and staff. Management is also requested employee' input for scheduling so staff may voice their preference as well as a chance to work with other staff members they may not work with on regular basis. Also, incorporating staff to assist with decision making so staff has opportunity to contribute to any adjustments that may be made.

Some of the staff comments from the survey included: "I like working with members of the West Linn Community" "I feel that I am making a positive contribution to the quality of life in the community" "I enjoy working with my coworkers and the patrons"

- Library Assistant I- (73 applications) Full time position. Was created for more stability and consistency to serve the patrons. Combination of on-call and part-time staff. Currently working with Human Resources on the hiring process.
- Library Assistant III - Janelle Cook resigned in October. Melanie Nelson was introduced to board members. Melanie was the second choice for the position.
- Librarian II position –Created a full time position working on with Human Resources. Librarian II-Vacancy due to Ayn Frazee resignation in November. The Librarian position II closing date is 12/4/14

Public Services:

- Winter programming –Bringing back some favorites Comic Books and a Downton Abbey premier.
- EBook collection (3M) –As a county overdrive has obstacles county is discussing putting all digital collections at one access point, EV Central working on currently, looking at possibly be completed by end of Jan 2015. E-magazine are circulating very well, may soon be a county wide resource.
- 1000 Books Before Kindergarten -25,500 books read so far. Staff is receiving great feedback from parents that are excited about this program. The library is now mailing post cards (with parent permission) at mile stones: 100 books, 300 books, 500 books etc. to continue to keep children engaged and encouraged.

Outreach and Connections:

- Arch Bridge Planning sessions –The library has become the hub for meetings and open houses regarding the Arch Bridge Planning.
- Oregon Library Association Time Capsule –Please give ideas to Holly Mercer or Rebecca Mayer, Librarian as they both are participating in OLA time capsule.
- LINCC – Food for fines, National Library Week-February food for fines here at West Linn Public Library.
Food for fines in April—For National Library week, all County Libraries will participate.

Technology:

- Mobile Circulation
- 3D printing –purchased is open, and being set up by IT.

- Infrared people counter –Infrared gives a more detail breakdown of patrons. For example, will count individually vs. families also height (kid counter vs. adult) currently working on best manufactures. Will also install sensors at outside doors.

Library projects

<u>Project</u>	<u>Target Completion date</u>
Teen ReVITALization Couch is her	in process -furniture here
Staff Scheduling rotation	January 1, 2015
MiY Lab	June 1, 2015
Tutoring Center	December 1, 2015
Upstairs Circulation Remodel	December 1, 2015
Media Room rearranging	June 1, 2016
RFID and material handling installation	December 1, 2016

Friends of the Library Report: Friends are going to be taking credit card payments. Jim is working out details with the bank. Sales are good but think they would increase with credit card sales.

Foundation Update: Looking at working with the Mom’s club and other options for donations. Looking into a permanent display downstairs to recognize the individuals that donate.

Library Community Survey – update: Library survey is going to follow the cities survey. Survey up and running on West Linn website.

2014 Library year – Year End report: City Council reviewed 2014 goals and achievements and commented on highlights. The 2015 goals is to focus on consistent hours which may include increase in weekend hours. Tom Miller motioned to accept draft of 2014 Year End Report as revised. Mary Jo Steele seconded the motion. The motion passed 6:0

Proposed changes to Chapter 2 of the West Linn Municipal Code: Board Members discussed ORS 357.465 in regards to renewal language. They also discussed term length with the recommendation to have renewals possible. Noted that not all board members be present for a quarm. Discussed that library has a large impact to community by the citizens it serves. Is also a liaison as a parallel function for The Foundation and The Friends of the Library.

Ms. Steele moved to retain a 9 member board with a 4 year tem with renewals. Lisa Dunne seconded the motion. The motion passed 6:0

Board Comments:

Holly Mercer made an announcement for Board Chair Doug Erickson, regarding the board holiday party to be scheduled for Sunday 12/7. He is requesting dates for January to reschedule.

There being no further business, Board member Tom Miller adjourned the meeting at 7:02pm

Respectfully Submitted,

Melanie Nelson
Recording Secretary