

# LIBRARY BOARD MEETING

## March 25, 2015

**Present:** Mary Jo Steele, Janet Dalgaard, Kathy Graef, Pam North, Tom Miller

**Staff:** Doug Erickson, Library Director, Melanie Nelson, Library Assistant III

**Visitor's:** Councilor, Brenda Perry, Melinda Robinson, Foundation Chair

**Absent:** Sterling James (*excused*), Rebecca Cassidy (*excused*), Lisa Dunne (*excused*)

Mary Jo Steele, Board Chair, called the meeting to order at 5:45pm

**Minutes Approval:** Tom Miller, Vice Board Chair, moved to accept minutes. Kathy Graef seconded the motion. The motion passed 5:0

**Directors Report:** Doug Erickson, Library Director

- New Hires: Sarah Hinkle, Children's Librarian is to start on March 30, 2015. Staff is excited to have Sarah join the library team. She has an extensive background working as a Children's Librarian and will be diving into leading the children's story time.
- Sandi Box, Library Assistant I has extended her hours to full time. In the past, Sandi has worked at the library as an on-call Library Assistant I. Sandi will work directly with Youth Services staff downstairs. She has vast experience working with children. Her back ground is working with kids in the West Linn- Wilsonville School District. Sandi is a great addition to the library staff.
- Staff Spaces: Doug is moving staff & Volunteer area's around to make for more efficient work flow. The Volunteer area that was located next to the Circulation area has been moved back where the regular staff area is (next to Doug's office). The Volunteer area will be used by the new Emerging Technology Librarian. This area will also allow Brooke Klein, Library Aid a desk area to work on special projects.
- Emerging Technology Librarian: This position was last held by Greg Williams (now Library Network Manager, Clackamas County Library Network). This position will assist patrons with questions/issues with information technologies as well as the IT resources the library has to offer. Such as Zinio, iPads and Libraries 2 Go as well as their specific devices and the IT resources the library has to offer. This position will also assist staff to ensure they are up to date on

current IT options and solutions. The goal is to have IT Librarian in place prior to the library transitioning to RFID system. Doug shared that he has a few candidates in mind. There will be a posting on the City's website for the search, and then interviews will be conducted. The expectation is to have the new IT Librarian hired by end of April or first part of May.

- RFID: Radio Frequency Identification- LINCC is looking at adding this system in the next 12-24 months. Some of the benefits of RFID are security; ease of circulation- gives the ability to check out several items at one time. The funding is available and has been set aside to prepare for the expense.
- Maker's Space: This space is moving forward with the 3D printer to be installed soon. The Maker's Space is located downstairs next to Elaine, Teen Librarian and Rebecca, Youth Services Librarian's office. Stephanie is working with Jade Hope, Library Assistant I on the Maker's Space project and the project will continue to evolve.
- Arts & Lecture Series-WLLF: Doug and Melinda met regarding bringing Arts & Lecture series to the library. This new type of program will engage patrons to utilize the library. The Foundation is very excited about this new program opportunity to be offered at the library. Doug and Melinda will continue to work on this together.
- Farmer's Market: The libraries location for the Farmer's Market will be located next to Lil Cooper's Town. Doug has been in touch with their manager to see if we may use their WiFi to check out items. Some ideas for the market are: Story Time, Luck Day and Staff Picks. The Friends also asked if we would like some books to place out for sale and an invitation was extended to the Foundation. The Farmer's Market is another great opportunity to engage and connect with patrons. The market is held on Sunday's from 11am to 3pm starting towards the end of May and runs to October. Doug is currently working with staffing arrangements.
- Neighborhood Association Meetings: There have been some requests from Neighborhood Associations to use the Community Room for their meetings. Bolton Neighborhood Association requested the room in April. Doug agreed as long as the neighborhood associations will be flexible with hours. Rules: NA can't have every single date every single month. They will not be bumped, just as it is not library policy to bump others that have the room reserved. NA's are to contact Doug directly to reserve the Community Room. It was also explained that there is room for over 100 people in community room, however, the library only has 50 chairs, so NA's may have to bring chairs if more than 50 people are to attend. Doug also advised NA's to have members walk or park street side to reserve the parking lot for patron's using the library. He also asked NA's to appoint a key contact person to schedule the Community Room. It is not library policy to staff after hours for such meetings; therefore, NA's must conform to regular library hours. Mary Jo commented that the Community Room decisions are at the discretion of the Library Director. The Community Room may be open after hours for Library sponsored events and may keep staff/Library open only. There are several security issues that must be followed. The room is available to anyone in the community and may be booked as long as the rules are followed. The

Community room may not be used by any company or business that is selling anything, financial planning or home based business. The RAIN Room was designed for this type of service. The Rain Room was designed for small business that operates in West Linn. Any community member may book the RAIN Room by contacting the Information Desk at the Library.

**Friends of the Library report:** Janet Delgaard reported the following stats of the Used Book Sale

\$1588.35 sale

\$500.00 store

\$325 membership

Janet also stated that the Friends are still looking for a new large Christmas tree for upstairs. She also mentioned that she did purchase a new tree for the children's area downstairs.

Linda Rauch is retiring from the Book Cellar as Manager. Bonnie Faddis is going to take over the Book Cellar as Manager.

There being no further business, Library Board Vice Chair, Tom Miller adjourned the meeting at 6:38pm.

Respectfully submitted,  
Melanie Nelson  
Recording Secretary