

Library Advisory Board Minutes

January 27, 2016

Present Board Members-Sterling James, Pam North, Kathy Graef, Janet Dalgaard, Chair, Mary Jo Steele, Vice Chair, Tom Miller

Absent: Rebecca Cassidy (*excused*)

Melinda Robinson, President of the West Linn Library Foundation (*excused*)

Jenni Tan, City Council President and Liaison to the Library (*excused*)

Staff: Doug Erickson, Library Director

Rick Peterson, Library Manager

Melanie Nelson, Administrative Assistant to the Director

Call to Order- Mary Jo Steele called to order at 5:45 pm.

Agenda Review- Moved to approve agenda with no additional items by Mary Jo Steele, seconded by Kathy Graef. Agenda approved 6:0.

Public Comments- None.

Minutes Review (11/18/2015) Motion to accept minutes by Sterling James, seconded by Janet Dalgaard. Minutes approved 6:0.

Library Director's Comments & Report-

- Elect new Board Chair and Co- Chair:

Municipal Code 2.060 Officers:

(1) Each citizen advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the citizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.

1. (2) The chair shall:
2. (a) Preside at all meetings.
3. (b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the committee.
4. (c) Ensure that minutes are produced for each meeting if staff is not in attendance.
5. (3) The vice chair shall exercise the duties of the chair in the chair's absence.

The voting on new chairs was tabled until February 2016. Passed: 6:0.

- LDAC- West Linn Mayor and City council have approved Pam North to be the Library Advisory Board representative on the Library District Advisory Committee (LDAC). The board meets quarterly, and deals with issues around the county library district and funding. Pam will be a great mediator for this position. With this appointment, there will not be a conflict of interest for Doug with County or City.
- RFID Conversion- Clackamas County is going forward with the RFID conversion. Funds will be used from our County one time allotment for the conversion. This will hopefully begin in the coming months and go on throughout the spring and summer. Doug is committed to not closing the Library. Doug is working with other County Directors and LINCC on logistics, training, funding and resources. These funds will be allocated from the Capital Project with a specific project number assigned. Clackamas County is aiming for all RFID be completed in time for the grand openings of both Oregon City Library and Canby Library.
- Mobile Lab-All of the computers have been purchased. We are still waiting for the Dell/PC's to come in. Consistent configuring needs to be addressed, but the goal is to have the PC's in place and classes scheduled for some time in March. A set back is the new server, which I.T. is still working on. The library staff is very excited about this new technology and opportunity to assist our patron's needs.
- Moving Library Advisory Board Meetings to 3rd Wednesday of the Month-Our new Library Council Liaison and Council President, Jenni Tan, has a conflict with her duties on the South Fork Water District Board. Doug suggested that we change our meeting schedules to the 3rd Wednesday of the month. Passed 6:0
- Otto the Library Dog- Otto was employee of the year in the West Linn Tidings newspaper (12/31/15). Otto is currently in training for obedience, Canine Good Citizen and confirmation. Otto will also be trained to become a Certified Therapy Dog. Doug brought Otto on at the library specifically to be a Tales to Tails dog. Our Tales to Tails program has a long wait list due to demand and volunteers schedules. Otto will (once certified) be able to help "substitute or be on call" for the Tales to Tails program. Otto is loved by the staff and many regular patrons visit him at Mel's desk weekly.
- Summer Reading Program- Staff is already in the planning stage for our Summer Reading. We had record numbers last summer and are looking forward to another successful summer in 2016. The theme this year is "exercise" it will tie in to the Olympic theme.
- Food for Fines February- Patron's may bring in canned or packaged food to reduce any fines they may have throughout the month of February. Staff will check expiration date and will deduct fifty-cents for each item/can brought in. The Food for Fines may not be used for lost or damaged items. All donations will be picked up and remain with The West Linn Food Pantry.
- "West Linn Reads More" signage- Please see the attached email summary from a citizen.

Friends Update: Janet Dalgaard-

There is a Friends of the West Linn Library meeting Friday, January 29th at 10:00am in the Bamboo Room of the library discussion will be of next overstock sale.

Foundation Update – President, Melinda Robinson (*absent*)

Doug relayed information that the Foundation is getting a payment program together for repayment of loan from the Friends.

Board Comments-

Mary Jo Steele congratulated Doug on 1 year as Library Director.

Adjournment: Tom Miller moved to adjourn meeting Pam North seconded. Meeting adjourned at 7:01 p.m.

Respectfully submitted,

Melanie Nelson

Administrative Assistant to the Director

Upcoming Meetings: Wednesday, February 17, 201 at 5:45pm