

LIBRARY BOARD MEETING

February 27, 2008

Present: Janet Dalgaard, Tina Decker, Greg DiLoreto, Kathy Graef, Sterling James, Tom Miller

Staff: Christine Siegel, Ellen Credle, Linda Malone, and Joanna Campa

Absent: Michael Jones (*excused*), Mary Jo Steele (*excused*)

Others: Dan Zinzer

Christine, acting in the interim until the election of the Chair, called the meeting to order at 5:36 P.M.

Agenda Approval - Christine asked that the agenda be modified to move Dan Zinzer's presentation to follow the introduction of the board members. The change was made and the agenda was approved.

Minutes Approval – Christine amended the December 2007 minutes stating she did not attend the Planning Commission hearing on the proposed Hood Street office building as it was scheduled concurrently with the Library Board meeting. Kathy made a motion to accept the revised minutes, Tom seconded and minutes were approved.

Introduction of Board Members – Christine welcomed the new and returning board members and asked the board members to introduce themselves. Christine announced that the Senior Librarians were asked to attend, so that they could be introduced to the new board. She noted that Support Services Manager Sarah McInyre was unable to attend. Linda Malone Adult Services Manager and Ellen Credle Youth Service Manager were in attendance. Christine acknowledged staff assistant Joanna Campa for preparing the materials for the board meeting and for preparing Library Board Manuals for the new members. Tina Decker entered the meeting at 5:55 PM and introduced herself after the invited speaker's presentation.

Presentation on the Proposed Formation of the Clackamas County Library District- Christine introduced Dan Zinzer from Clackamas County. Dan presented information that was presented to City Councils regarding the proposed formation of a Clackamas County Library District. The Library District is proposed as a means to secure stable and dedicated funding for Clackamas County libraries. The District formation is expected to be placed on the November 4, 2008 general election ballot. If the vote is affirmative, the Board of County Commissioners forms the District within 30 days after the election with funding to begin with the 2009/2010 tax year, July 1, 2009. Christine added that the West Linn City Council unanimously voted to sign the resolution to be included in the library district. Dan then took questions from the board. The question was asked as to who was running the campaign. Christine stated that there is a Political Action Committee of volunteers in place and they are looking for a volunteer to act as a campaign coordinator for West Linn. Christine mentioned that city employees cannot

campaign while on the job, and library board members are in effect working for the City when convened as a board. When off the job and adjourned as a board, members are free to act as private citizens. Christine noted that part of the resolution being signed by Councils calls for a \$10,000 contribution from each city wishing to be included in the district. This contribution is slated toward a public information campaign including the hiring of a consulting firm. Dan addressed questions regarding the history of library funding, specifically in regards to the past \$0.35 three year levy. Tom Miller stated that the County would need to address the history of library funding and clearly explain to voters the dollar amounts proposed. Christine thanked Dan for his presentation and he left the meeting.

Elect Board Chair – Christine opened the floor for interest in serving as board chair or co-chair. Tina Decker volunteered to serve as Chair. Tom made a motion to accept and Kathy seconded. Discussion ensued regarding selection of a vice chair or co-chair. The discussion was tabled until the next meeting, since two board members were absent. Christine then turned the meeting over to Tina. The term for the chair was discussed. Linda read a section from the West Linn Code which stated that the board could set the term for the chair. The Board set the term for the chair as one year.

Director's report – Christine stated the library has been very busy with the Clackamas County Big Read. The book selected was *Fahrenheit 451* by Ray Bradbury. Books were put out in the community for people to pick up and read and track on Bookcrossing via the library website. The library worked with local businesses to enlist community support as program sponsors for raffle drawings and prizes. The Friends of the West Linn Library provided financial support for the program in addition to grant funds from the Oregon Alliance for Arts Alliance, the Clackamas County Arts Alliance, and the West Linn Arts Commission. The library sponsored an essay contest for teens, "What Book Would You Save?" with eighty-four participants. Staff visited the middle schools and high school to promote the program and also spent a morning in each of the five main coffee houses in town holding drop-in book discussions. Essay winners were announced at the open-mic "Uncensored" program with several of the winners in attendance to read their essays. Winning essays will be published in the *Oregonian* Thursday, February 28th. Staff, teen advisory board members, and Councilor Scott Burgess filmed a segment promoting the Big Read for Willamette Falls Television, airing throughout the month of February.

Both the adult and the youth computer labs have been expanded more than doubling computers available for the public. Christine announced this was made possible due to the City refreshing staff computers and repurposing the former staff machines for public use. The library also installed *Envisionware* software for PC reservation and print management. Patrons can now reserve computer time and printouts are prepaid, before print jobs are released. The software also comes with reporting modules enabling the library to run reports and track usage. The Friends of the Library also contributed funds for this project.

The library is participating in West Linn Feeds the Hungry during the month of March. Since the City is a partner in the food drive the library has moved "Food for Fines" to March this year. The library will be doing some informational and program displays on hunger in support of the program.

Christine discussed the role of the board and reviewed the annual report to the city council that was done by the former chair in December. Still incomplete is the revision to the code on the library board. Christine indicated that the new board would need to complete the work on revising the language. The City is using the newly revised Park and Recreation Board as a sort of standard for revising the code for other City boards. Christine discussed the advisory role of the board and said there are some policies that could use revisions. Specifically, she would like the board to review meeting room policies and also assist in developing a policy regarding taking pictures in the library.

Christine will be working with staff to analyze collection use and ways to reconfigure the collection and technology for the ease of patrons. Christine announced that a prior decision to interfile fiction has led to multiple patron complaints and in response the library will be returning to shelving fiction by genre. Work is underway to weed the fiction collection, after which materials will be moved. Christine is meeting with a librarian from Multnomah County recommended by the State Librarian, as a good resource for library space planning and collection design.

A Citizens Attitude Survey was recently completed for the City of West Linn. The library was ranked high in customer satisfaction. Christine said a printed copy was available at the reference desk and is also expected to be placed online.

Friends of the Library: Janet stated that Kathy Blikken, the manager of the bookstore, is moving and she will be replaced by three people. Janet then passed out membership forms to the Board members reminding them to join the Friends of the Library. March 8th is the next Friends board meeting at 9:30am. It was asked on average how much the Friends bring in each year. Janet stated that The Friends bring in about \$20,000 to \$25,000 a year. Christine mentioned the critical role that the Friends play in supporting and thanked them for their high level of support and commitment.

Announcements: Christine announced that a resident, Laura Horsey, asked that the board be given flyers regarding the proposed Hood Street office building. Christine said the Planning Commission had approved the building, but that Mayor King and Councilor Carson had called it up for review in a special council session March 17. Christine informed the board that all documents related to the project are available for review in the library. Tom mentioned that it would be important for the council to see as many people there as possible and the Board could attend as private citizens. Sterling James asked if the Board was an advisory board to the city council and was this part of that capacity. Christine said that the library board serves as an advisory board to the council on library matters whereas the planning commission advises on land use issues.

Identify best time for future Board meetings – The Board discussed which day and time would work best for the members to hold future library board meetings. The board agreed to meet on the 4th Wednesday of the month at 5:30 P.M. The next board meeting will be March 26th at 5:30 P.M.

Tina adjourned the meeting at 7:00 pm.