

**CITY OF WEST LINN
LIBRARY BOARD MEETING MINUTES**

Wednesday, March 26, 2008

Members present: Chair Tina Decker, Janet Dalgaard, Tina Decker, Greg DiLoreto, Kathy Graef, Sterling James, Michael Jones, Tom Miller

Staff present: Christine Siegel, Library Director and Joanna Campa, Staff Assistant

Members absent: Mary Jo Steele

CALL TO ORDER

In the absence of the Chair, Library Director Christine Siegel called the meeting to order at 5:38 p.m. Chair Tina Decker arrived 5:41 p.m. **Greg DiLoreto moved to change board meeting time to 5:45 p.m. Tina Decker seconded the motion and it passed 8:0.**

APPROVAL OF MINUTES

Sterling James corrected the spelling of his name. **Greg DiLoretto moved to approve the minutes as amended. Kathy Graef seconded the motion. Mike Jones abstained and the motion passed 7:0.**

APPROVAL OF AGENDA

Chair Decker reviewed the agenda and several items were tabled. **Greg DiLoretto moved to approve the revised agenda. Mike Jones seconded the motion and it passed 8:0.**

PUBLIC COMMENTS (None)

OLD BUSINESS

Review board member expectations and discuss preliminary goals:

Chair Decker asked each board member to articulate why they wanted to serve on the library board and what they expected to be doing as a member. After discussion, Chair Decker summarized comments stating she heard members wanted to help the library financially, serve in an advisory capacity to the library, be a sounding board for the community, advocate for the library, protect and preserve the library as the “cultural center” of West Linn, and possibly develop a strategic plan for the future. Chair Decker suggested a part of the board meeting could be used as a Q & A session where board members could ask questions of staff and communicate questions or provide input from the community to the Library Director.

Chair Decker asked how the library gets space in the *West Linn Update*. Ms. Siegel said the library submits information to Kirsten Wyatt, Assistant to the City Manager adding that certain issues are devoted to certain topics.

Chair Decker asked for an update on the proposed Hood Street office building. Ms. Siegel informed the board that at the March 17, 2008 Council Review Meeting the original approval of the application by the Planning Commission was upheld.

Chair Decker asked Ms. Siegel what were the top three concerns for the library. Ms. Siegel answered maintaining services and exploring options to make the library sustainable financially, the roll out of the new City financial software (Agresso) including the integration of library applications with the City software, and the roll out of a new integrated library system (Sirsi Dynix Symphony) in Clackamas County libraries are top priorities.

Update on Parking Lot: Tom Miller reported there was nothing new to report regarding the library parking lot.

Officer Elections:

Tom Miller moved to nominate Mike Jones as Vice Chair. Motion was seconded and passed 8:0.

Board secretary requirements were reviewed. According to the Board and Committee Training handout in the Library Board Notebook under "Role of Staff", staff is responsible for working with the Chair to set the agenda, distributing the agenda, ensuring that the Minutes of each meeting are recorded and distributed.

NEW BUSINESS

Chair Decker asked the board if they should form subcommittees to work on board business outside the regular meetings and report back to the board at large. Mike Jones referenced the City Code stating that subcommittees needed to be approved by City Council. Chair Decker asked if the board should form committees and then go to Council for approval. The Board concluded no specific subcommittees were necessary at this time.

Chair Decker stated that the Board needed to draft rules and procedures. Mike Jones volunteered to prepare a draft for board members to review.

DIRECTOR'S REPORT

Library Director Siegel stated she is currently working on the budget for FY09. She said with the proposed ballot measure for a library district expected to go to the voters in November it is difficult to go much beyond leaving the budget somewhat flat. If the library district passes, the West Linn Library will receive money for capital projects, which could be used to improve parking conditions. The library is looking at operations and looking to increase efficiencies, as is the City as a whole. She said she is proposing a capital project to install an interior book return. This will save staff costs associated with bringing staff in on holidays to clear the parking lot drop box. Staff processing time will also be lessened, as the interior book return allows patrons to presort materials into

separate slots for returning AV material vs. print material. Separating fragile AV materials from heavy print materials also reduces materials damage.

Ms. Siegel reported that she has been working with Doug Cushing from the City Attorney's office and Andy Parks Finance Director to establish the library foundation. She is also working with City Manager Chris Jordan to establish a City match for private donations, with the amount of match to be determined. The Board's help will be needed to promote the foundation and to assist with obtaining donor contributions. Ms. Siegel was asked if the District passes would the library lose City support. She stated that was not the case, but indicated that if the District fails, the library will lose approximately a half million dollars currently received from the County in the first year alone, with all County distributions to libraries zeroing out after five years.

Ms. Siegel reported the February Big Read initiative resulted in a 3.2% increase in circulation in February 2008 over February 2007. Also in February with the rollout of the Envisionware PC Management software, the library realized a 40% increase in library cards issued in February over February of last year, as well as 36% increase in computer usage. Next year the West Linn Library will participate in the larger Oregon Reads program running from January-April. Grant money to help fund the program is being solicited. Ms. Siegel announced the fiction collection is now shelved according to genre. Ms. Siegel announced the library will be partnering with Starbucks again for "Mom's Morning Out" the Saturday before Mother's Day.

FRIENDS OF THE LIBRARY REPORT

Janet Dalgaard announced the next meeting of the Friends of the West Linn Library is May 17. Chair Decker encouraged all Board members to also join the Friends of the Library.

ANNOUNCEMENTS

Chair Decker asked Ms. Siegel to provide a tour of the library for board members at the next board meeting. Ms. Decker asked Board members to submit possible agenda items to her by April 11th. She asked members contact her in advance if they are unable to attend. Ms. Decker commented on still seeing many *I'm A Big Reader* signs around town saying she hoped with the Library District measure on the November ballot that residents would keep them up through the election.

ADJOURN

Chair Decker announced that the next meeting will be held April 23 at 5:45 P.M. There being no other business, Chair Decker adjourned the Library Board meeting at 6:45 P.M.

Respectfully submitted,

Joanna Campa
Recording Secretary