

LIBRARY BOARD MEETING

August 27, 2008

Present: Janet Dalgaard, Tina Decker, Greg DiLoreto, Kathy Graef, James Milne, Tom Miller, Mary Jo Steele

Staff: Christine Siegel and Joanna Campa

Absent: Sterling James (*excused*)

CALL TO ORDER

Chair Decker called the meeting to order at 5:47 pm.

MINUTES APPROVAL:

Greg DiLoreto moved to approve the July minutes. **Janet Dalgaard seconded** the motion. The motion **passed 7:0**.

DIRECTOR'S REPORT

Library Card Campaign-September: September is national Library Card Sign-Up Month. The library's goal is for every K-5th grader to have a library card. Outreach has begun to schools and children either getting a card or using their card will receive a surprise. The Adult Services department is also doing outreach to adults to increase the percentage of library card holders in our community. Currently 69% of West Linn residents hold library cards, which is a very good percentage. Patrons are asked to join in the fun by placing their "I'm A Big Reader" lawn signs back-up. The library has ordered a small amount of additional signs, which will be distributed while supplies last. Window clings have also been purchased and will be distributed as part of the library card campaign.

Library Cultural Month-October: The library has designated October as Library Cultural month. Several activities are planned to highlight the library as the cultural center of West Linn. Please note that the library will be hosting a community forum on October 8th at 5:30 P.M. The public is invited to come and ask questions regarding the library district ballot measure. Immediately following the Q&A there will be a "Music in the Stacks" concert. On October 18th from 12-5 P.M. the library is hosting Library Appreciation Day; activities for all ages are in the planning stages. The West Lion Lions will be selling Lion burgers at the library that day. The intent is for the community to gather, share library stories and celebrate the library together. Board members are asked to attend both events if at all possible.

Ms. Siegel announced that the parking lot book drop has sustained irreparable damage due to an automobile accident. The interior book return, however, is on order. The current book drop is being minimally used, as long as possible, until the new drop is installed. Patrons will no longer have drive-up capability at the library, but may still use the drive-up box at the Adult Community Center.

Ms. Siegel announced that a “shelving boot camp” training course is being held in September for all staff and volunteers who shelve library materials. The intent is to ensure library shelving standards are followed consistently by all those who shelve. This is really important as the library gets busier and busier. Ms. Siegel announced that we keep surpassing our highest circulations figures. In June, the library hit an all time high with 62,000 items circulated. In July, circulation increased again with a record 67,600 items checked out. Ms. Dalgaard asked how many items the library owned. Siegel responded that the library has over 113,000 print and audiovisual items.

FRIENDS OF THE LIBRARY REPORT

Ms. Dalgaard stated that the Friends are focusing on their September book sale, which will take place September 19-21. A special preview “members only” sale will be held on September 18th from 6:00-8:00 P.M. They will have a large selection of books available and are always looking for more donations.

LIBRARY EMPLOYEE APPRECIATION PARTY REVIEW

Ms. Dalgaard stated that the appreciation breakfast was a success and thanked the board members who were able to attend and those who helped out. Ms. Siegel thanked the board and commented that the staff was most appreciative and really enjoyed the surprise breakfast.

DISCUSS TABLED ITEMS AND PROPOSED TIMELINES

The library parking issue was identified as an issue the board felt needed immediate attention. Ms. Siegel stated that minutes from a Planning Board meeting regarding the Central Village development project indicated the library would be allowed to use underground parking at Central Village after office hours. Mr. DiLoreto said he would review the documents at City Hall to determine if Central Village parking and library after hours use was a condition of the development. He stated he would also meet with Gene Green, Public Works Director, to investigate the feasibility of zoning the street parking in front of the library as a two hour parking zone. Mr. DiLoreto will email the board prior to the next board meeting.

Chair Decker then asked the board for suggestions on a time table for the rest of the tabled items.

Tom Miller moved that the parking issue and Library Advisory Board Rules and Procedures review be slated for the September agenda and the review of the 2008 Board

goals slated for the November agenda. **Janet Dalgaard seconded** the motion. The motion **passed 7:0**.

There being no further business, Chair Decker adjourned the Library Board meeting at 6:45pm.

Respectfully submitted,

Joanna Campa
Recording Secretary