

LIBRARY BOARD MEETING
November 12, 2008

Present: Janet Dalgaard, Tina Decker, Sterling James, Tom Miller, and Mary Jo Steele

Staff: Christine Siegel and Joanna Campa

Absent: Greg DiLoreto, (*excused*), Kathy Graef, (*excused*), James Milne, (*excused*)

Chair Tina Decker called the meeting to order at 5:55pm.

Minutes Approval: Tom Miller moved to approve the September minutes. Sterling James seconded the motion. The motion passed 5:0.

Library Director Report

Library District Update – Library Director Christine Siegel stated that she is reviewing the *Cooperative Intergovernmental Agreement between the Library District of Clackamas County and Member Cities*. The City of Damascus voted not be included in the Clackamas County Library District therefore residents of Damascus will no longer have free library service in Clackamas County libraries as of July 1, 2009. The charge for non-resident, out-of-service area library cards is currently under review. The existing \$75.00 fee for a non-resident library card is insufficient and will be increased. The County plans to update their webpage to inform citizens of the passage of Measure 3-310 and keep citizens apprized on the formations of the new library service district.

Parking Update – The city established 90 minute parking on Burns Street in front of the library, as requested by the Library Advisory Board. The street was re-striped according to the recommendation of the traffic engineer, specifically regarding distance between parking lot entrances. Previously, the street was unmarked and drivers created their own parking spots, creating a safety hazard entering and exiting the parking lot. Since parking spots are now officially designated, cars cannot park as close together, which in effect creates a safer area, but a couple less parking spots on the street. The parking lot book drop and adjacent island have been removed and a loading zone created for book drop use. The library lot is now easier to navigate. The interior book drop has been installed and is working well.

Ms. Siegel announced the West Linn Library Foundation is in final stages of approving bylaws and applying for 501 (c) 3 status. She also announced that the new HAPLR ratings have been released and the West Linn library is ranked third in public libraries in the State. This is up one spot from last year's ranking of fourth. In libraries in our population group, we are ranked second.

Friends of the Library Report

Janet Dalgaard stated that things are going well for the Friends. No other news to report.

Old Business

Adopt Finalized Library Advisory Board Policies and Procedures – The policies have been updated and presented to the board members. **Mr. Miller moved to approve** the amended Policies and Procedures. **MJ Steele seconded** the motion. The motion **5:0 passed**.

Review Municipal Code Revision – Ms. Siegel discussed changes to the Municipal Code previously approved by the Board. The next step is for Ms. Siegel to send a memo to the City Manager outlining changes and for Chair Decker to also write a memo on behalf of the board recommending the changes. City staff will prepare the Agenda Bill document to place this on the City Council agenda. The Board then discussed the changes to be made to the municipal code. **Mr. James moved to approve** the amended municipal code. **Ms. Dalgaard seconded** the motion. The motion **passed 5:0**.

New Business

Annual Report to City Council – The Board discussed the report that Chair Decker will present to City Council on December 15th. Chair Decker read the goals that were presented to council in last year's report and it was noted that all had been met. The Board discussed possible goals for next year. Ms. Siegel suggested working on a strategic plan for the library and also a capital plan in anticipation of the capital distribution to Cities with the passage of the Library District.

December Meeting – Change of Date –

The December Meeting was moved to Wednesday, December 10, 2008. Advisory Board presentations to Council are scheduled for the December 15 City Council meeting.

Announcements –

The Board discussed the upcoming holiday party. Ms. Dalgaard offered to host at her home. Library staff and Friends of the Library Board members are invited to attend. Ms. Dalgaard will email the board to confirm the date and provided details.

Chair Decker then thanked the Board for their help this past year. She appreciated the ongoing mentoring she has received from many of the board members.

There being no further business, Chair Decker adjourned the Library Board meeting at 7:00 pm.

Respectfully submitted,

Joanna Campa
Recording Secretary