

LIBRARY BOARD MEETING

October 26, 2011

Present: Janet Dalgaard, Greg DiLoreto, Doug Erickson, Kathy Graef, Sterling James, James Milne, Tom Miller, Pam North and Mary Jo Steele

Staff: Diane Satchwell and Joanna Campa

Others Present: Councilor Mike Jones

Library Board Chair Jim Milne called the meeting to order at 5:46pm.

Minutes Approval: **Greg DiLoreto moved to approve** the August minutes. **Tom Miller seconded** the motion. The motion **passed 9:0**.

Directors Report:

Library Director Diane Satchwell told the Board that the No Library Parking sign across the street at the entrance of the Central Village parking lot has been taken down. She has noticed that since the parking property went into escrow, the businesses around the library have become more accommodating to our parking needs.

Governance at a Glance – Ms. Satchwell handed out an updated version of Governance at a Glance. After final review the document will be laminated. She will also be sending a copy to the City Manager, Chris Jordan.

Statistics – Ms. Satchwell handed out circulation statistic reports of both West Linn and Lake Oswego Libraries. She made mention that even though Lake Oswego has an increase in circ's over West Linn, we have half the staff FTE of their library. She asked the Board to look it over and let her know what information they find pertinent and she can compile those stats for them in a report each month. She also mentioned that in the state report the stats have gone down from last year. Ms. Satchwell is in the belief that if we can't count it, it doesn't go in.

E-Reader Day – October 19th was e-reader day at the Library. Every hour on the hour there was a PowerPoint presentation shown on how to download library books from the Library 2Go site onto various E-Reader devices. Following the presentation staff was available to answer questions. Ms. Satchwell handed out statistics gathered from a survey patrons participated in. This included patron demographics as well as

comments. Ms. Satchwell thanked Greg Williams and Cheryl Hill for the work they put in, as well as all staff who participated in the program to make it a success.

Disaster Preparedness Plan – Ms. Satchwell handed out the Disaster Preparedness Plan to the Board. She has also been working with Joanna Campa to finish the emergency manual to include what to do when the computer system goes down.

Friends of the Library Report:

Janet Dalgaard, President of the Friends of the Library, stated that this Saturday and Sunday there will be the Friends Book sale. On Sunday you can get a bag of books for \$2.

Old Business:

Mr. Milne reviewed the revised 2012 Goals with the Board. A few changes were made. **Greg DiLoreto moved to adopt** the revised 2012 Goals. **Sterling James seconded** the motion. The motion **passed 9:0**.

New Business:

The Board discussed the date for the next Library Advisory Board meeting. It was decided the next meeting would be held on December 14th.

Listening Tour – Councilman Mike Jones asked the Board to please come out and support the Listening Tour. The point of the listening tour is to get feedback from the community about the City. Mr. Jones stated that so far they have been having a great turnout.

Board Comments:

Board member Greg DiLoreto, whose term with the Board is up at the end of this year, will not be able to return for another term. As he was the liaison to the Foundation, another Board member is needed to fill his spot. Mary Jo Steele volunteered to be the liaison from the Board to the Foundation.

There being no further business, Library Chair Jim Milne adjourned the meeting at 6:46pm.

Respectfully Submitted,

Joanna Campa
Recording Secretary