

Present: Allison Arnold, Cliff Perigo, Jacquie Siewert-Schade, Kay Steele, Ed Steinberg, Rick Slaven, Mike Hostetler

Staff Present: Melissa Kelly, Nell Diamond

Others:

1. Call to Order and Roll Call

The Library Advisory Board meeting was called to order by Chair Cliff Perigo at 7:00 p.m. on October 10, 2018.

2. Introductions - All Board members introduced themselves.

3. Public Comment

None

4. Minutes

Ed Steinberg made a motion, seconded by Rick Slaven, to approve the minutes of the September 12th, 2018 meeting. The motion passed unanimously.

5. Director's Report-Melissa Kelly

Melissa Kelly relayed her bio to the LAB, she has worked in libraries in different positions since college; she began as a library volunteer and ended working at the library at Willamette University. Most recently, Kelly has served for the past three years as the Circulation Manager of the Lake Oswego Public Library (LOPL). Prior to that, Kelly served as the Director of the Canby Public Library. At the LOPL, Kelly implemented a large project remodel of the first floor area. This remodel included enhancements to the circulation department that included an automated material handling system based on the use of RFID (radio frequency identification). Kelly holds a B.A. in English from Willamette University and a Masters of Library and Information Services from San Jose State University.

Kelly emphasized that she enjoys helping people, designing a library for usability, and enhancing the user experience for all patrons. She shared her future vision for the LOPL – a World Class Library Experience- which includes implementing more partnerships with community groups, and growing the utilization of the LOPL as a gathering place and center for community education.

Kelly noted that currently there are two management openings at the LOPL, an opening for a Reference Manager and one for a Circulation Manager, which is the position that she just vacated when promoted. The interviews for the Reference Manager are scheduled for later in October and the Circulation Manager position closes for new applicants on October 24th. Eleven candidates, both internal and external, are being interviewed for the Reference Manager position.

Kelly noted that one of her goals is to prioritize building improvements and that it is important to work together as a team. Current improvements in the works are a break room remodel, an upgraded generator for emergency power, and a remodel to the main floor that is scheduled to begin in early 2019. The main floor remodel plans include replacing the carpeting, and upgrading to white metal shelving as current shelving needs replacement. No LOPL closure dates are anticipated, but the project will take two to three weeks to complete.

Chair Perigo had questions about the Freedom to Read initiative and what determines what a controversial or banned book is. Jacquie Siewert-Schade noted that there is an ALA pamphlet that list that is posted online that includes a list of what are banned or challenged books. Siewert-Schade had a question on what is the policy of the Library of addressing patron concerns when it comes to controversial books. Ed Steinberg noted that there were many banned books in the Boston area. Melissa Kelly relayed that a patron fills out a form and the Librarian works to educate the patron on why the book is in the Library collection, noting that the Library honors all viewpoints. One of the most recent controversial book of note is the book *George*.

Steinberg asked about the elevator in the Library, Kelly noted that this is the next large project on the list, probably in FY'20. Discussion ensued on the feasibility of utilizing the Library as an effective emergency shelter, as named by the City. Perigo will check with the city on what the specific emergency shelter processes are.

Reporting processes were discussed; the statistics that are currently provided to the LAB takes time to pull together, as the numbers are pulled from different sources. A snapshot type of report was offered as an alternative however some LAB members see value in the year-over-year comparison stats. Kelly implemented processes to streamline the information gathering so the report will remain the same for now. Perigo proposed generating the report on a quarterly basis, that option will be further explored in upcoming months.

6. Chair's Report-

Perigo reviewed the current Library Goals and proposed revisions from the Board. Suggested revisions will be distributed as a revised version as the November meeting.

7. Friends of the Library Report- no representative was present

8. Council Update-Joe Buck – council liaison was not present

9. New Business - no new business for this meeting

10. Adjournment

Next meeting will be held on Wednesday, November 14th at 7pm.
The Library Advisory Board meeting was adjourned at 8:15 pm.

Respectfully submitted,
Nell Diamond
Recording Secretary