

Present:

Present: Fred Baldwin, Colleen Bennett, Patt Bilow, Patrick Curran,
Bill Gallagher, Maria Meneghin,

Staff Present: Jan Erickson, Jackie Rose, Bill Baars, and Beverly Ross

Others Present: None

Excused: Marie Lewandowski

Absent: Betsy Walls

The Library Advisory Board meeting was called to order by Chair Pat Curran at 7:01 p.m.

Chair Curran stated that he was going to move
the agenda item discussing the fundraiser event to come before the Friendsí Report.

I. Introductions

Chair Curran asked Beverly Ross to introduce herself. She informed the Board that she has filled the position of Administrative Support III, previously held by Joyce Niewendorp. She said she had previously worked in the Circulation Department and Technical Services Department and has been with the Library for many years. Starting with Chair Patrick Curran each member of the Board introduced themselves to her.

II. Approval of Minutes ñ September 10, 2003

Patt Bilow made a motion, seconded by Colleen Bennett, to approve the minutes of the September 10, 2003 Library Advisory Board meeting. The motion carried.

Approval of Minutes ñ October 8, 2003

A correction to the October 8, 2003 minutes was noted on page 4. In paragraph 10, the first sentence should read: *Maria contacted caterers for the event.* A correction to the minutes was also noted on page 5. In paragraph 5 the first sentence should read: *Ms. Bennett reminded everyone that the Lake Oswego Neighborhood Action Coalition meeting will be on November 1 from 9:30 a.m. to 12 noon.*

Fred Baldwin made a motion, seconded by Patt Bilow, to approve the minutes of the October 8, 2003, Library Advisory Board meeting with the noted corrections. The motion carried.

III. Public Comments

None

VII. November 2003 Jamie Auchincloss Event

Chair Curran asked for the number RSVPís and Director Jan Erickson state the number is 24 to date. Pat Bilow asked if there will be an article in the *L.O. Review* and Erickson confirmed there will be. She also stated there is also information in the *HelloLO*; the *Oregonian* will have an article coming out on Friday, November 14; invitations have been sent; the information and invitation are on the web page; event information is also on the City Calendar.

Curran asked who helped send out the invitations. Erickson said staff, volunteers and Board members, Colleen Bennett and Patt Bilow, all helped in getting the invitations addressed and sent out. Erickson brought up the suggestion made by Colleen Bennett regarding calling people on the invitation mailing list and asked if this is something the Board wanted to do. After a discussion it was agreed upon to wait and make that decision on Monday after determining what the count is at that time.

Director Erickson said the dollar amount received for tickets is now \$1,200.00 and the amount received as donations by those not able to attend is \$525.00. She relayed to the Board the RSVP date could be extended to the November 19, and Arlene Kraft will verify this change with the caterers.

Jan Erickson met with Michael O'Brien, Colleen Bennett, Bill Baars and Jackie Rose to go over final details. Erickson informed the Board that there will be greeters at the door, someone will be available to take money and credit cards for tickets, flowers are being ordered, a flutist will provide music, tables and chairs will be delivered, and the food has been arranged. O'Brien will introduce James Auchincloss.

Erickson said bookmarks are being handed out to patrons as they check books out. She responded to Curran's question about the article in the *Oregonian* by saying it is an interview with James Auchincloss. Jackie Rose said she provided the reporter with information on the fundraiser along with the phone number and the new RSVP date which will be included in the article.

Fred Baldwin said he will deliver the wine to the Library on Tuesday, November 18. The Board agreed it was important to continue to get the word out about the event. On Friday the Library closes at 6:00 p.m. and the event starts at 6:30 p.m. Board members agreed to arrive as early as they can to help. With only a short time to set up, Director Erickson reported there will be volunteers helping along with some staff members.

IV. Friends' Report

Colleen Bennett handed out the new brochure for the Booktique. The color brochures were favorably received by the Board. Bennett said the Friends have made the decision that the Booktique is what they need to advertise the most because this is where they make their money. Icon Productions did the brochures. She left some brochures at City Hall and is leaving more with the Library. Patt Bilow suggested that some of the new brochures be available at the fundraising event.

V. Director's Report

Director Jan Erickson said she was pleased to announce she has hired a new Assistant, Beverly Ross. She said she is continuing the process of hiring a new Volunteer Coordinator. She is updating the job description.

Erickson reports that circulation statistics for October 2003 have realized a 7.7% increase over October 2002. This is the highest increase within the county. The Library processed 11,122 reserves which is a 12% increase over a year ago. She stated the gate count is a statistic often overlooked and is a good indicator of how heavily the Library is used. October 2003 gate count was 31,736, which is over 1,000 people per day coming into the Library and is a 5% increase over the same time in 2002.

The Board was reminded by Erickson that the First Tuesday programs have resumed. Two guitarists, Ben Bonham and Jamie Stillwell, performed November 4. On December 2, Dan Balmer will be featured.

The current art display features photography by John Turchi, Ms. Erickson said, and many of the

pictures are set in Steens Mountain. Colleen Bennett and Bill Baars helped set up the display.

Director Erickson attended a meeting of the Lake Oswego Neighborhood Action Coalition which is chaired by Colleen Bennett. Erickson also attended the Comprehensive Plan meeting where people had the opportunity to give input on the long range plan for the City of Lake Oswego. Colleen Bennett answered Chair Curran's question of what is the next step after this meeting. She said the Planning Commission meets with the City Council on ideas for their goals. Short term interest is the Library and long term interest is a new library.

Erickson attended a meeting on November 3 in Wilsonville regarding the Library Levy. The County Commissioners asked that smaller groups including city managers or their representatives have a study session with County Administrator, John Mantay, and submit recommendations from their cities that Mr. Mantay could take back to the Commissioners. Chris Jordan represented Lake Oswego. The recommendation of the group is a levy of .35 per \$1,000 for five years for the November 2004 ballot. This is the same levy amount approved by voters in 1997 but failed to meet the majority. The County would commit an additional 3.5 million, down from the current 7.6 million, from its general fund if the levy passes. The County would commit 4.2 million if the levy fails. The commissioners must come to an agreement on what will be put on the ballot. Erickson answered Maria Meneghin's question about the distribution formula. The current formula is 85% circulation and 15% population and it has been discussed to change the formula to 80%/20%. This change would not be favorable to Lake Oswego Library.

Chair Curran asked what is the position of the City regarding the levy proposal and Erickson replied that this was a recommendation Assistant City Manager, Chris Jordan, supported. After the County Commissioners make their decision then the City of Lake Oswego would need to endorse it before a campaign can be started. The commissioners would like to resolve the levy issue within the next 30 days. They would need to submit a levy amount as well as a ratio formula.

Jan Erickson reports the Endowment Fund balance as of September 2003 is \$222,448.42.

Erickson will attend a City Department Head all day retreat on November 13.

The staff is working on grants to be submitted to the Friends at a meeting on November 19. Bill Baars said he has two grants he will present. One is for DVD's from the 30's and 40's and the other is for textbooks. Jackie Rose is submitting a graphic support grant primarily for the *What's New Review* and a grant to supplement audio/visual material for children.

Ms. Rose gave a report on the young adult collection saying circulation was up by 18% in October. The Traditional Teen Read Week sponsored by the ALA, also occurred in October. The theme this year was "Slamin' at Your Library" which is poetry slamin'. The Library had two programs featuring Leann Grabel who is a performance poet. There was a teen display on the main floor with a poetry contest. Rose told the Board about the Graphic Novel Teen Group which is a discussion group and an advisory group. With a generous grant from the Friends the Library was able to buy multiple copies of graphic novels for this group. These teens are also interested in writing reviews to be posted on the teen page of the web site. Rose credits staff librarian, Judy Dunlap, for the success of this teen group.

Jackie Rose said a grant from the Friends provides special programs for children. In October Steve Cohen performed and the November program will feature Mr. Bob's Music Party. Rose also said her department is rearranging shelves as they are running out of room.

Director Erickson continued with her report by informing the Board about the latest information on the Patriot Act. She told about an article in the October 27, 2003 issue of the library newsletter *Hotline*. She quoted from the article titled "Most Americans Disapprove of Government Monitoring

Public Libraries and explained that most now agree the Patriot Act goes too far in allowing the government to access libraries and book stores to monitor what people are reading. Ms. Erickson said this has led to the Security and Freedom Ensured Act of 2003. This legislation has bi-partisan support and would restore privacy to libraries and book sellers records. She said Ron Wyden is one of the sponsors.

Director Erickson reminded the Board to bring in their OLA membership renewal forms so the Library can send them in.

Chair Patrick Curran asked the Director if the increased fines have made a difference in revenue received. She said it had but she didn't have exact figures. She said Donna Ainslie, Circulation Manager, is researching this information for her. Erickson said what is most evident is the Library's material is being returned more quickly and made available for check out again. The increase in circulation has been a result as well as an increase in revenue. She also said because of these increases a decision will need to be made regarding the Library's participation in "Food for Fines" in February.

With the year being almost one third over, Chair Curran asked the Director if she could tell the Board if the budget has had any unexpected expenses. Erickson stated she is concerned about the HVAC system. The Facilities Manager is working on getting a grant to help pay for replacing some of the system. The second floor unit needs to be replaced as well as the unit in the Children's Department. The Library had gone several days without heat this last month. Director Erickson said the current system will not make it through the two years so she is proactively looking for funding. She said the Library is on track with the rest of the budget as they are monitoring the staffing and materials spending. Colleen Bennett asked if there is money budgeted for maintenance and Erickson said there is but it is not enough to cover this HVAC replacement. She said Chris Jordan is aware of the situation. He is allowed to ask the City Council for supplemental money if needed but Erickson wants to explore the grant option first.

VI. Chair's Report

Chair Patrick Curran said he also attended the meeting with the City Council. He said he did not have a clear idea of plans the Council has for the Library but agreed with others that it was not a meeting for making detailed plans.

Chair Curran said this is the time of year to send Endowment letters so he needs to be thinking of what to write. Ms. Ross will email him a copy of last year's letter. Jan Erickson said a statement about donating to the Endowment Fund will be made at the upcoming fundraising event.

VIII. Adjournment

The Library Advisory Board meeting adjourned at 8:10.

Respectfully submitted,

Beverly Ross
Recording Secretary