

Present: Colleen Bennett, Patt Bilow, Patrick Curran, Marie Lewandowski, and Maria Meneghin,

Staff Present: Jan Erickson, Donna Ainslie, Jackie Rose, and Beverly Ross

Others Present: Councilor Ellie McPeak and Rachael Sheitz

Excused: Fred Baldwin and Bill Gallagher

Absent: Betsy Walls

The Library Advisory Board meeting was called to order by Chair Patrick Curran at 7:06 p.m. on January 14, 2004

I. Introductions

Chair Patrick Curran announced that this is the last meeting for Maria Meneghin, as her term has ended. Meneghin said she has seen a lot of growth and evolution with this Board and she would like to see it continue in the same positive direction. She said it has been a pleasure to serve and perhaps will reapply at another time. Meneghin said she hopes to become involved with the Friends. In response to Curran's query for parting advice, Meneghin said it is important to keep planning ahead as far as possible. Chair Curran thanked her for her service.

II. Approval of Minutes ñ November 12, 2003

This agenda item was delayed until later in the meeting.

III. Approval of Minutes ñ December 10, 2003

This agenda item was delayed until later in the meeting.

III. Public Comment

Rachael Schatz introduced herself as having applied for a Board position and wanted to familiarize herself with the meetings. Chair Curran welcomed her and asked others to introduce themselves. He gave an overview of the Board. Curran explained the meetings are monthly and the activities range from policy issues to budget setting. He said the Board has become more involved in raising funds for the Library both short term and long term.

IV. Friends' Report

Colleen Bennett reported the Booktique has a new interim manager. She said long-time manager, Laurel Boone, has resigned and Leroy Swanner will be the interim manager until March 1. She said Swanner has worked at the Booktique and the Friends are relieved to have him at this time of change.

Bennett said Laurel Boone has worked for the Booktique for about 14 years. She said the Booktique has 26 volunteers who put in about 150 hours a week. She said the bookstore is open five days a week and there are no plans at this time to change the hours.

V. Director's Report

Director Jan Erickson reported the 467.7% increase in circulation over last December was because the Library was closed for refurbishing December 2002. She said a more realistic statistic was the nearly 9% increase over December 2001. She said the Library has been extremely busy, especially just after the three day closure due to the weather.

Jan Erickson invited the Board members to notice the new display cabinets on the main floor. She said the new cabinets have been very successful and it has been a challenge to keep them supplied with books. They attract people and are especially appealing to those waiting in line to check out books. Erickson said the cabinets were purchased through a grant from the Friends and through a memorial for Len Lanfranco who was a member of the Friends. Colleen Bennett said there are plans for a plaque to be placed on the cabinets in honor of Mr. Lanfranco.

Erickson said with the absence of the reception desk patrons can get directional assistance with a new software tool called the Subject Locator. It is available on the computers at the Library and will soon be available on home computers. Director Erickson credits librarian Todd Feinman with putting this together for the Library. The Subject Locator shows where an item is shelved by utilizing maps of the Library.

Director Erickson told the Board that 630 endowment letters were sent out and \$4,160.00 has been received to date. Erickson said Beverly Ross will send thank you letters after finalizing the letter with Chair Curran. Erickson said she has sent thank you notes to those who were unable to attend the fundraising event in November but donated money.

Ms. Erickson commended the City for their Emergency Operation Center during the recent ice storm. Employees staffing the Center called department heads each afternoon with facility opening updates. When decisions were made, Ms. Erickson would then notify her management team who then called their staff. The staff could also access the City's web page for any changes or closures. Erickson said her management staff recently met and discussed what could have been done better during this emergency. The team agreed that the phone messages need to be updated daily so patrons calling in will get current information about closures. The phone messaging can be accessed and updated by staff from offsite.

Director Erickson said the deck furniture was damaged during the storm and will be removed. She said it was in poor condition before the storm so it was not a great loss. Erickson said there was a concern on Saturday, January 10, about the weight of the snow and ice on the deck. The Fire Department was called to inspect the deck and they taped off the area under the deck at the Library entrance. Erickson thanked the City's Maintenance Department for sending two men out to shovel the snow and ice off the deck on that Saturday. She said the deck will be inspected for any structural damage. She said that a piece of gutter above the deck was broken off from the ice and will need to be replaced. Erickson said she was pleased with the staff and their willingness to make phone calls. Ms. Erickson said the First Tuesdays Music program was canceled during the closure but will be rescheduled.

Erickson said she will be giving a speech on Sunday in honor of Martin Luther King Jr. She said her talk is titled "The Beloved Community Today".

Director Erickson said the staff will submit six new grant requests to the Friends next week. The requests include new art panels and classics in picture books for children.

Erickson said a new art display is up. It is black and white photography of children by Linnea Osterberg. Colleen Bennett said the *L.O. Review* recently printed an article on this photographer and her display at the Library.

Jan Erickson said the Marketing Committee will begin meeting again and their focus will start with signage in the Library. She reported that some of the current signs are incorrect and some additional signs are needed.

Erickson said the Library has a new business database. It is called *Regional Business News* and is through Ebsco. It is a collection of 60 regional business publications online.

Bill Baars continues to meet with a book group, Ms. Erickson said, and Claire Kellogg is starting a new group January 20.

Director Erickson showed the Board a mock up of the new book bags. She said the order will be arriving next week. The Library will sell them for \$15.00 each. Erickson said the artwork on the front of the bags was designed by Todd Feinman. Erickson said there have been many requests from patrons over the years for book bags. She said a lot of work went into the planning and design of the bag and she is very pleased with the result. Colleen Bennett suggested having a few to sell at the Booktique.

Jackie Rose reported on the Youth Services Department. She passed out copies of the current flyer for winter programs and copies of *What's New Review*. Rose said Connie Bieberach gave a music performance on Saturday. She is very popular with children. Ms. Rose said traditionally December is the month her department does a lot of weeding of the collection and they have again discarded many books. This spring the Library will partner with the Chamber of Commerce to present a teen employment program. They are now in the planning stages. Jackie Rose said she has been on the LO ABC Committee for over a year. She represents the Library and joins other City department representatives such as Police, Parks and Rec. She said the committee has received a grant for \$100,000. As a result two after school programs will start at each of the junior high schools. Ms. Rose will lead book discussion groups at both after school programs.

Donna Ainslie reported on the Circulation and Technical Services Department with the news that Scott Symer has been promoted to a full time Technical Services clerk but will continue to work Monday evenings in Circulation. Ainslie said that upon opening the Library after the three day closure because of the storm, there were 73 voice messages on the renewal line. Ainslie reiterated Director Erickson appraisal of how busy the Library is this month. She said January is always an active month for the Library.

Director Erickson said there is an important LNIB meeting tomorrow. The County Commissioners will give their proposals for the County library levy. The LNIB representative for the City is Chris Jordan. Jordan will be the acting chair.

Colleen Bennett asked Erickson about the vacant Volunteer Coordinator position. Director Erickson has updated the job description and the position will be advertised soon. Bennett informed the Board that for the month of January all Booktique children's books will be on sale for 25 cents each.

Approval of Minutes ñ November 12, 2003

Colleen Bennett made a motion, seconded by Maria Meneghin, to approve the minutes of the November 12, 2003 Library Advisory Board meeting. The motion carried.

Approval of Minutes ñ December 10, 2003

Colleen Bennett made a motion, seconded by Maria Meneghin to approve the minutes of the December 10, 2003 Library Advisory Board meeting. The motion carried.

VI. Chairís Report

Chair Patrick Curran said he joined Jan Erickson and Colleen Bennett in attending the levy meeting held at West Linn Public Library. Curran discussed topics covered at the meeting including proposals from campaign consultants, fundraising, and formation of a PAC. At the meeting Joanna Rood told of what she expected the County Commissioners to propose at the LNIB meeting. Curran said a PAC exists from the 1997 campaign with a balance of \$1,200.00. Friends organizations will be asked to pay for the poll and report.

Chair Curran asked Ms. Ross to put the work plan on the agenda for the next Board meeting and to add a copy of it to the packet. He said he would like the Board to look at the work plan quarterly.

Patrick Curran suggested making a change on the student member of the Board by making that position a non voting member. Ellie McPeak said she would mention this to the City Council and find out what is expected of the student representative and report back to the Board. McPeak thought that most Boards do not have their students as voting members. Curran said he feels it is important to have a student representative but when they can't always attend it becomes an issue of having a quorum for the meetings.

VII. Endowment Fund

Chair Curran said the next steps in accessing the Endowment Fund distribution are to get the City Council to approve this request and then to contact the Oregon Community Foundation about releasing the semi-annual distribution funds. He said the next distribution is June. Jan Erickson said the request has not previously gone before the Council. She said Dave Powell stated there would need to be a change in the code to allow this to happen. Erickson said Curran needs to write a memo to the Council and the requests need to get on the Council's agenda. Colleen Bennett said she is unclear as to why the ordinance needs to be changed. McPeak said Dave Powell would be able to explain this. Curran reminded the Board that the distribution is made to the City and if the Board wants to use the funds it needs to request it from the City.

VIII. Fundraising

Chair Patrick Curran stated that he would like to keep the discussion going on fundraising ideas. Erickson said she thinks an event should be something different than what is done in the Library's regular programming. Maria Meneghin suggested having the event in late September and that the costs can be better controlled if held somewhere other than the Library. Ellie McPeak advised that a date be selected and booked at the Country Club and then select the program. She said it might be too late to book the facility if the Board waits until a program is decided upon. McPeak said it would be best to get people thinking of the Library fundraiser as an annual event, at the same time each year so they can plan on attending. Patrick Curran asked Erickson if the Library can get a booth at the Arts

Festival. She said that they asked last year and were rejected. Erickson said the Library is planning on having the staff art exhibit again this year during the Arts Festival. Curran said the Board should look at late September as a time for the fundraiser unless something else major in the city is already planned. Curran would like to pick a date and a place for the next fundraiser at the next Board meeting.

Director Erickson said she will give the Board a list of books that will be bought with the funds raised at the Auchincloss Event. She said the books have not been selected yet but the focus will be history as this is the interest of James Auchincloss. Ellie McPeak asked if the books could have bookplates inscribed with the date and event put inside the front covers. Ms. Erickson said they would be.

IX. Adjournalment

The Library Advisory Board meeting adjourned at 8:30 p.m.

Respectfully submitted,

Beverly Ross

Recording Secretary