

Present: Fred Baldwin, Colleen Bennett, Patt Bilow, Patrick Curran, Bill Gallagher, Michael Kaplan,

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

Others Present: None

Absent: Marie Lewandowski, Betsy Walls

The Library Advisory Board meeting was called to order by Chair Patrick Curran at 7:01 p.m. on February 11, 2004.

I. Introductions

Chair Patrick Curran welcomed new Board member, Michael Kaplan. Curran asked everyone to introduce themselves. Mr. Kaplan said he has been in Lake Oswego since 1992 and his background is economics and law. He has a consulting practice that works in corporate government and business ethics issues. He said he looks forward to working with the Board. Curran suggested Mr. Kaplan schedule a tour of the Library, especially seeing the back rooms where the staff does most of its work. Curran said Mr. Kaplan can then see what some of the space issues are that the staff is dealing with and that space is a topic of discussion by the Board.

II. Approval of Minutes - January 14, 2004

Colleen Bennett made a motion, seconded by Fred Baldwin, to approve the minutes of the January 14, 2004 Library Advisory Board meeting. The motion carried.

III. Public Comment

None

IV. Friends' Report

Chair Curran asked Colleen Bennett how much money the Friends' gave to the Library last year. She said the Friends gave \$67,000.00 by way of grants. She said grants are submitted by the Library staff every two months. Director Jan Erickson said the bookstore operated by the Friends is the major fundraiser for the Friends. Erickson said the grants are submitted to the Wish List Committee which is made up of the Friends Board members. The staff member who submitted the grant meets with the committee to answer questions about the grant. Erickson said the committee then makes a decision as to whether they will approve the grant. Bennett said the Friends are restricted by how much they can give. She said that from the time the Friends have given grants they have given over half a million dollars. Bennett said that over 90% of the books the Booktique bookstore takes in are from books given by the public. She said that a donation was just received of over 6,000 books. Bennett said there are 26 volunteers working at the Booktique.

Colleen Bennett said that Vianne Didzunís husband passed away. Vianne is a former LAB member and is currently a Friends Board member. The funeral is Monday, February 23.

Ms. Bennett said the Booktique bought five book bags from the Library and are selling them at the store. She said two have already sold.

Colleen Bennett said the Friends are exploring the idea of extending the Booktique hours, which would be a matter of getting more volunteers. Currently she said the store is open Tuesday through Saturday, 11:00-3:00.

V. Director's Report

Director Jan Erickson said she wanted to again say how impressed she was with the City's Emergency Response Center and how they handled the recent storm. She said she was kept up to date with the latest information and could access the City's website for information. She was called each afternoon with facility opening updates. Erickson said circulation was down 5% but the Library was closed three days (10%) of the

month of January because of the storm.

Ms. Erickson said the Friends' Wish List Committee approved \$14,449.00 in grants in January. These grants were for art display panels, sign language videos, art and antique books, books and plays on DVD, local history project and classic books for children.

Director Erickson said the First Tuesday Music program for February featured John Nilsen and 75 people attended. Ms. Erickson said the First Tuesday Music programs are funded by the Friends and are the first Tuesday of each month from October through June. She said March will feature guitarist Ronnie Robins.

Erickson said during the month of February the Library is participating in Food for Fines. For every food item donated 50 cents of fines will be waived. The food goes to the Clackamas County Service Center Emergency Food Bank. Erickson said that in February 2003 the Library collected 4,677 pounds of food which was enough food to feed 94 families for a week.

Jan Erickson said to date the Library has sold 37 book bags. This is the first marketing venture for the Library. She said 20 bags have gone to the city store to be sold. They sell for \$15.00. The Friends gave a grant for \$2,000.00 to get the bags produced. Bennett said the idea is for the book bags to be revenue generating. Bill Baars said the picture on the bags is from a historic Lake Oswego picture. He said Todd Feinman enhanced the photo to create the picture.

Director Erickson said signage is another ongoing project. She said Bill Baars is taking on this project as most of the signs needing changed are in his department. The signs to be changed have outdated information. Erickson said that once the furniture placement has been decided the signs can be put in place.

Erickson gave some examples of how the Library partners with the community organizations. She said the Library is a co-sponsor with the Heritage House on their First Wednesday programs. She said Bill Baars coordinates these programs with the Heritage House. Erickson said the February program was Lake Oswego's Iron Era. The Library's local history specialist, Claire Kellogg, attended this program. Bill Baars said the Library participants get to the event early and set up a table with books, videos and other material relating to the evening's topic. Patt Bilow suggested the Library staff take book bags to these events.

Jackie Rose reported on her partnering with the Chamber of Commerce. She said for the first time the Library is partnering with the Chamber in presenting a joint presentation on teenage employment. This program is for junior high school and high school students looking for jobs, primarily in the summer. The program will focus on such things as how to do a resume, how to fill out an application, and interview tips. Rose said the speakers will include Bill Baars talking about resources available at the Library and Assistant City Manager Janice Deardorff talking about interviewing. Jackie Rose said traditionally the Library has done this type of program each spring only on a smaller scale. She said last year the Chamber also had a similar program. This year it was decided to combine their efforts. Rose said the program will take place Saturday, March 13, at Waluga Jr. High, from 9:00-1:00. Rose said advertising for this event will be paid for by LO ABC, Lake Oswego Asset Builders Coalition, from a grant they have received.

Director Jan Erickson said she is working with the Chamber on their leadership program. She said that last year she was a student in the program and this year Bill Baars is a student. Erickson said she will be coordinating the April session for this group on the topic titled "Our Community Services".

Bill Baars said the Library will be partnering with other libraries on a live chat reference service called Answerland. He said he will attend a training session at Portland Community College. Baars said this program was started by Multnomah County Library over a year ago and Lake Oswego Library now has an opportunity to participate.

Director Jan Erickson said the Library Managers will be joining her in attending the Public Libraries Association Conference in Seattle on February 25 through February 28.

Erickson said the Oregon Library Association Conference will be held in Eugene on April 14 through April 16. She said if any of the Board members would like to attend this conference to let her know.

Erickson invited the Board to take a look at the Library's updated web page. She said librarian, Todd Feinman, has created an interesting graphic of the Teen Advisory Board members on the teen pages.

Director Erickson said the Library received 50 responses to the Endowment letter with a total amounting to \$5,335.00.

Erickson said that during the weather related closure in January, patrons could access many Library services from home via their telephone or computer.

Jan Erickson said Volunteer Coordinator interviews are being scheduled for February 19 and February 20.

Erickson said she has discussed with Patrick Curran and he has decided to change the date of the April Board meeting to April 21. She said she and others who will be attending the OLA meeting in Eugene had a conflict in attending the previously scheduled meeting.

Erickson said the web page has a paragraph of information on each Board member. She said the page needs updating by including new member Michael Kaplan, who said he will provide the information.

Jackie Rose reported the Children's Department had a paper cutting craft presented by volunteer Jean Yi in honor of Chinese New Year. She said the program was so popular another class was added. Rose said a cartooning and drawing class for teens was presented and because of popular demand an additional class was added. Rose said Nancy Stewart's performance scheduled on February 14 is provided by a grant from the Friends.

Ms. Rose said she is compiling a list of books for teens and children to be purchased from funds raised by the James Auchincloss event. The books are fiction and non-fiction books on historical subjects.

Rose talked to two high school child development classes on selecting appropriate picture books and how to do story time. She said six new teen magazine titles have been added to the collection.

Bill Baars said he is working with the IT department in adding word to all of the internet terminals. Currently there are six machines set up with Office XP and the others will be complete soon. Two large new printers have been added to his department for the public terminals. He said these have taken the place of the printers by each machine. The new printers are more efficient and cheaper to use. Baars said the Xerox machines have been updated in the public area at no expense to the Library.

Baars said he is working on a list of adult books to be purchased for his department with proceeds from the Auchincloss fundraiser.

Mr. Baars said the first book group was started in October and they meet the third Tuesday of the month at 7:00 p.m. The second book group started last month, also the third Tuesday of the month meeting at 10:00 a.m. He said both groups have 13 members. A list of names is being taken for another group.

VI. Chair's Report

Patrick Curran asked Director Erickson if there have been any unexpected expenses not planned for in the budget. She said there has not been anything out of the ordinary, with the exception of the HVAC system. She said the Library has had large repair costs for this system.

Curran asked Erickson what the impact has been from the increase of fines implemented on July 1, 2003. Erickson said the Library is collecting more fine revenue. She also stressed that items checked out are being

returned sooner making them available to others. Erickson said the directors of the libraries worked together to make the loan periods, fines and renewals more standardized throughout the County.

Chair Curran said he received a letter informing him that Ellie McPeak will continue to be the liaison between the City Council and the Library for the year.

Curran thanked Beverly Ross for sending out the Endowment Fund donations thank you letters. Curran reminded the Board that they have made a recommendation to the City Council to ask for the distributions from the Endowment Fund that is made in June and December. The distributions are approximately \$8,000.00 per year and the Board has recommended the funds be sent to the City and then to potentially be made available for the Library to use for programs, services and fundraising. Curran has sent a memo stating such to Erickson who will present it to City Attorney, Dave Powell, and City Manager, Doug Schmitz. Erickson said the Endowment Fund balance is \$222,448.42 per a statement from the Oregon Community Foundation through December 2003.

Chair Curran said he participated with others in a meeting with City Attorney Dave Powell concerning the issues for staff and Board members regarding the support of the County Library Levy. Curran said he learned that Board members must follow the same guidelines as employees on the subject of political activities. He said those involved with the levy cannot give updates during these sessions. Curran said they are free to be involved with the levy on their own time.

Patrick Curran asked if the Library will again participate in the Farmer's Market due to start in May. Erickson said she is making arrangements with Kathy Kern from the City and that a sign-up list will be available for staff and volunteers to man the table. She said the Library will participate once a month just as they did last year.

Colleen Bennett asked about two missing banners for the First Tuesday programs. She said there are three banners but only one is currently up on State Street.

VII. Fundraising

Chair Curran said he wanted to continue discussing fundraising. He said the Board had agreed they wanted to plan an annual event that would include a dinner held at the Country Club, choosing a September date. Director Erickson said she has learned the Arts Foundation hold their big event in September so another month would be better, possibly October. Fred Baldwin said it is important to plan an event that will interest people to come because there are many such events and the competition is strong.

Patrick Curran said the fundraising event is open as far as timing, place and event. He said this is still in the discussion phase. Michael Kaplan said it might be important to determine who the event would attract and what the monetary goal is. He said the event should be a community event and not too exclusive. Erickson said the reason she did not recommend holding the event at the Library is because of the size restriction and the burden of setting up and catering an event around the Library's open hours.

Kaplan said the Board might consider other ideas for fundraising such as a run or a pancake breakfast. He said it could take two years of planning to have a successful event, and what might be considered is a near term event. Fred Baldwin said local businesses should be approached for help in a fundraiser. He said there needs to be a goal set because it is very difficult to raise money.

Bill Gallagher said there should be a sense of need in a fundraising event. Gallagher said the event should have a goal such as restoring hours. Kaplan stated that it is important to provide key facts supporting the need for fundraising. Chair Curran agreed it is important to have a fundraising focus.

Colleen Bennett reminded the Board that according to the City Council, a duty of the Board is to solicit funds for the Endowment Fund. Bennett also asked for the clarification on the use of Endowment Funds.

Michael Kaplan suggested forming a sub-committee to bring some ideas to the Board to consider for a fundraiser. Bill Gallagher, Fred Baldwin and Michael Kaplan agreed to be on the sub-committee and will meet before the next Board meeting in March where they will present ideas.

VIII. Review Work Plan

Chair Curran said the review of the work plan will be added to next month's agenda.

IX. Adjournment

The Library Advisory Board meeting adjourned at 8:57 p.m.

Respectfully submitted,

Beverly Ross
Recording Secretary