

Present: Colleen Bennett, Patt Bilow, Patrick Curran, Colleen Bennett, Michael Kaplan, Sarah Rudawitz,
Staff Present: Jan Erickson, Janice Deardorff, Bill Baars, Jackie Rose,
Beverly Ross
Excused: Fred Baldwin, Bill Gallagher
Absent: Marie Lewandowski

The Library Advisory Board meeting was called to order by Chair Michael Kaplan at 7:07 p.m. on December 8, 2004.

I. Introductions

Chair Michael Kaplan thanked outgoing Chair, Patrick Curran for his outstanding leadership and service. Due to the full agenda, Director Erickson said she would hold her report until the end of the meeting.

II. Approval of Minutes – November 10, 2004

Patrick Curran made a motion, seconded by Colleen Bennett, to approve the minutes of the November 10, 2004, Library Advisory Board meeting. The motion carried.

III. Public Comment

None

IV. Friends' Report

None

VI. Chair's Report

Chair Kaplan said he will present the Library's work plan to the City Council at a meeting on December 13. He said the work plan will be the focus of this meeting.

Kaplan asked if the Library Advisory Board packets could be sent out by the last Wednesday of the month. Beverly Ross said if this were done the monthly reports would be missing as well as the monthly statistics. Director Jan Erickson said the agenda packets are mailed not just to the Board Members but to others as well and she has a concern about the packets being mailed out in fragments. It was agreed that the agenda for the next meeting be emailed by the last Wednesday of the month to the Board members with the packets mailed as usual. Janice Deardorff asked if the minutes can be condensed since the minutes are recorded. It was decided to review how other Board meeting minutes are written.

VII. 2005 Goals/Board's Role

Chair Michael Kaplan said the Board needs to determine what its recommendations to the City are for the Board's Charter and from there determine what its recommendations to the City are for the Board's Work Plan. He said this will be a work in progress as this is a first draft for the Board and the City will providing feedback. He said at this time the best procedure is to go through the Board's existing Charter and Work Plan item by item.

Library Advisory Board (LAB) Duties

Regarding item (a)

After discussion the Board agreed to modify item (a) to: *Uphold the right of all citizens by providing open access to Library resources and services in accordance with the Library Bill of Rights.*

Regarding item (b)

Kaplan said perhaps the wording should be changed to: *review written policies as presented and when*

appropriate propose a policy. He said the Board should not draft policies word for word but should see that the policies meet the Library's objectives. Patrick Curran said when Board priorities were discussed at the last meeting there were two common themes; fundraising and providing community input. He said both items (b) and (e) serve the role of community input. Bill Baars suggested combining (b) and (e) with an emphasis on reviewing Library policies on a regular basis and provide Board and community input. Kaplan said both (b) and (e) should be bullets under the larger heading of providing community input. He said the Board's main role should be serving as community liaison to the Library. After a discussion the Board agreed to combine (b) and (e) under a heading of Community Liaison and Kaplan said he would draft the wording and email it to the Board before presenting the Work Plan to the City Council.

Regarding item (c)

Curran said in the recent past the Council has requested that Library long range planning not be emphasized and that the Board has been asked to focus on how they can help the Library succeed in this two year budget cycle. Curran said what should be discussed with Council is what do they want the Board to focus on now. Chair Kaplan said long range planning doesn't have to mean a new facility. He said long range planning should include relationship building and what the community will want from the Library in the future. Director Erickson said it will be a bigger challenge to maintain the level of excellence at Lake Oswego when it is not in a financial growth situation. Pat Bilow said that the Library is limited on what it can offer the community as it has and will continue to outgrow its space. Chair Kaplan summarized LAB members view that long range planning should be left on the work plan but the Board's role in that planning needs to be defined. He said the Board could provide community feedback to the City regarding long range planning. Kaplan said the Board needs to hear from the staff what their needs and goals are for the Library and then the Board can participate in the planning. Kaplan said the Board's role should be to get community input but also to be an advocate for the Library. Janice Deardorff said a community survey is conducted every two years and will be performed soon and the Board is usually asked to provide questions.

Regarding item (d)

Chair Kaplan said the Board should look at the program/service goals and community feedback and see if the two match. He said the Board should not be looking at the budget line item by line item but should be contributing the citizen viewpoint. Bill Baars said he realizes it would be useful to the Board, as advocates for the Library and in their discussions with the community, to understand why budget decisions were made. Kaplan said he thinks the Board's role in the budget process could be to determine if the budget reflects the program/service goals and community input. Baars said the Library does want to respond to the community and has already responded to suggestions made at the meeting with the neighborhood associations. If services need to be cut due to the levy failure, Erickson would like to conduct an in-house survey to help determine cuts. It will be a ranking of what is valued the most at the Library. Deardorff said it is important to decide what will be done with the data from the survey before the survey is conducted. She said perhaps the community survey could have a parallel link to the in-house survey so they could be blind tested against each other. Chair Kaplan suggested that the survey come from the Board as part of their goal of gathering community information.

Regarding item (f)

After a discussion the Board agreed that this be changed to: *The Board submits annually to the City Council a report of the Board's activities and accomplishments over the past year and the Board submits the new work plan for the coming year.*

Regarding item (g)

Kaplan suggested that reference in the Charter to fundraising by the Board be referenced more generally rather than limited to the Endowment Fund. He said that the work plan could be more specific by including a fundraising campaign for the Endowment Fund. By leaving the charter more general the Board could do more fundraising as they would outline in their annual work plan. Deardorff said she doesn't think there would be a problem changing this item and suggested the language be simple such

as to develop and participate in fundraising activities. Kaplan said he thought this item of the charter should also include the phrase *to collaborate with related community entities*.

Chair Kaplan said he will write the first draft of the Board's Charter and Work Plan and email to Board members for them to red line before he presents them to the Council. Kaplan asked Erickson for any Library policies that might be reviewed or developed in 2005 so he could add them to the work plan.

VIII. Collection Development Policy

This will be discussed at a future meeting.

V. Director's Report

Erickson said to date the Endowment letter has generated \$1,715.00. Baars said the *Oregonian* "Check it Out Column" is by Lake Oswego Library this week. He said *LO Review* will do book reviews every other week alternating with West Linn Library and Lake Oswego Library. Erickson presented a December Library promotion. It is a Library card enclosed in a gift card titled "Give the Gift Meant to be Returned". Erickson distributed a new Library magnet to each Board member.

IX. Adjournment

The Library Advisory Board meeting adjourned at 9:15 p.m.

Respectfully submitted,

Beverly Ross
Recording Secretary