CITY OF LAKE OSWEGO **December 11, 2013**
Library Advisory Board **Library**

Present: Rick Slaven, Sharon Callen, Terry Huber, David Short, David White

Staff Present: Bill Baars, Cyndie Glazer, Beverly Ross

Excused: Fred Baldwin, Maria Meneghin, Anisha Adke

Others: Elaine Rowzee, Clifford Perigo, Bob Miller, Roslyn Herz

The Library Advisory Board meeting was called to order by Chair Rick Slaven at 7:00 p.m. on December 11, 2013.

1. **Call to Order and Roll Call**

2. **Introductions**
   Introductions were made around the room.

3. **Approval of Minutes**
   None

4. **Public Comment**
   None

5. **Director's Report**
   Bill Baars gave the Director's Report as follows:

- Today the Library hosted its annual Holiday Open House. There was music, refreshments and a surprise visit from Santa.
- The deadline for submitting LAB position applications is December 15 and the information is posted online.
- Baars attended a meeting of the Directors of Oregon Public Libraries at the Hillsboro Library. The second floor of that Library has been remodeled and just reopened. It is a beautiful space with a reading room and fireplace. This group has been meeting once per year but will now meet twice per year in different places around the state. This group has been reviewing the Oregon Library Association standards and has been working on revisions over the last two years. The revisions will be sent out to directors in January for review and Baars will share these with the LAB. When the Clackamas County Library District passed the OLA standards were part of that IGA Standards. The language said that libraries need to strive to meet the standards that are in the OLA document. If some of those standards are changed or eliminated this could affect those libraries in the District and their ability to meet the referenced standards.
- A new book drop is in the planning stages for the Mountain Park area. It will be located at the Recreation Center.
- Baars continues to work on providing library service in the Lake Grove area as plans for redevelopment in there are in the works. He has given information to the City Manager about a library station but another possibility is having library lockers for picking up holds. Library lockers have been successful in other parts of the country and are much like what they have in the post office, but using codes rather than keys. Lockers could be accessed 24/7. Baars said if a presence in Lake Grove materializes the $1,000,000 capital fund from the County and the City's $900,000 reserved library fund could be used.
- The redo of the foyer is finishing up. A counter with shelves will be installed below the book drop and new bulletin boards will be mounted on the walls.

6. Chair's Report

Rick Slaven gave the Chair's Report as follows:

- Slaven suggested that Huber put on the next meeting agenda of the Friends of the Library information about the $900,000 Library reserve fund that is in the General Fund.
- Slaven asked if when reserving material if the check out period can be made known to the patron before placing a hold. Baars agreed this would be important information to know before placing a hold but the difficulty is that the County libraries don't always have the same check out period for the same material and holds are filled in order of availability. Slaven said that even after picking up a hold is not always easy to tell which library owns it or how long it is checked out. Baars said he would bring this issue up at the next directors' meeting. Slaven noted that Multnomah County libraries often have longer check out periods. Baars said check out periods is always a controversial issue in the library community. The differing views are that while it is great to have something checked out for three weeks, if you are the one waiting for an item you have reserved to be returned, three weeks is a long time.
- Slaven noted that the use of RFID at Multnomah County seems to make the process of self check out much faster and easier, putting several items on the machine at one time. Baars said he is looking forward to getting RFID and he feels it will happen in Clackamas County, however the issue is that the smaller libraries in the County may not be able to afford it and funding of RFID would have to be a countywide discussion.

7. Annual Report & Work Plan

Rick Slaven led the discussion on the Annual Report & Work Plan:

- Baars said the every January the Chairs of the Boards and Commissions meet with the City Council to present their year end Annual Report and present their Work Plan and Goals for the upcoming year. He passed out copies of the previous year's reports. He will revise the reports with current dates, financial information, community activities and list of Board members.
- Slaven asked for input on changes that the Board would like to make to the reports. White suggested that the LAB Goals for 2014 could eliminate and combine some of the goals. After a discussion the Board made the following changes:

A motion was made by David White, seconded by David Short, to change the document LAB Goals for 2014 by eliminating goal # 4 and rewriting goal #3 as such:

a) Efforts should be made in 2014 to enhance the Library's presence throughout underserved areas of Lake Oswego
b) Examples could include satellite locations to pick up Library materials requested or on hold and/or outreach programming as well as an increased internet and social media presence.
d) Develop a work plan that includes addressing facility size, collection demands, Library services, workload and programming
e) Continue to explore alternatives for a new Library facility.

The motion passed unanimously.

David White suggested that exploring alternatives for using the $900,000 Library Reserve Fund be included in the either the Work Plan or Goals. After a discussion the Board made the following changes:

A motion was made by David White, seconded by David Short, to change the document LAB 2014 Work Plan by changing #3 as follows by modifying bullet a) and adding bullet g):

a) Increase community awareness of Library activities, programs, and services via participation in Farmer's Market, ballot collecting and participating in other City events.
g) Explore alternatives for library uses of the $900,000 reserved in the General Funds

The motion passed unanimously.

Baars said he would work with Chair Slaven in creating a power point that Slaven could use during the presentation to the Council that would follow these documents. The Board requested that the documents be put in the following order: Annual Report, Goals, and Work Plan.

8. LO Reads

Cyndie Glazer gave the report on Lake Oswego Reads as follows:

- Thanks to Terry Huber and the Friends of the Library, the American Library Association has made the Library a Literary Landmark in honor of William Stafford's 100th birthday. This national award was sponsored by the Friends of the Library and the plaque will be unveiled on February 25.
- One thousand copies of the book *Ask Me:100 Essential Poems* by William Stafford have been delivered to the Library. Glazer gave out copies to the Board. She thanked the Friends of the Library for the purchase of the books. The Kick Off and book giveaway will be held on January 7 at the Library. Glazer invited the Board members to attend this event as well as other events held throughout the month of February.
- This year LO Reads did not have a title sponsor so some things have been scaled back. Glazer had decided not to run February weekly ads in the *Lake Oswego Review*, however the publisher generously offered to donate the cost of running the ads. They will now be considered a co-sponsor along with the Friends of the Library.
- The Lake Oswego Women's Club is providing a dessert buffet to be held before the Kim Stafford speaking event scheduled on February 13 at Lake Oswego High School.

9. Council Update

Councilor Lauren Hughes was unable to attend the meeting. She sent Baars a report to share:

- Council approved, with changes, Comp Plan Packages 1 and 2 and these will now go back to the Planning Commission (and I think the CAC) for a final review as one consolidated document before returning to council in the early part of next year for a final review and final adoption/approval.
- Council reviewed master fees and charges in a study session last night. There were no comments or changes related to library.
- Our last council meeting for 2013 is next week, December 17, at 7 pm and the major agenda item is Boones Ferry road improvements.
- Council's first meeting of 2014 is January 7, followed by a city council open house on January 8 (good time to come and speak to council about any issues/priorities) and council is having a planning offsite on January 11.

10. New Business

- Huber reported that the Friends of the Library have received a donation in the amount of $300 from Advantage Guide. This publication is distributed in the paper or mail with local ads. They give a certain amount to charities and non-profits and selected the Library for this period's donation.

11. Adjournment

The Library Advisory Board meeting adjourned at 8:25 p.m.

Respectfully submitted,
Beverly Ross. Recording Secretary