

Present: Rick Slaven, Sharon Callen, Terry Huber, Maria Meneghin, Nancy Niland, Cliff Perigo, David Short

Staff Present: Bill Baars, Cyndie Glazer, Beverly Ross

Excused: Anisha Adke

Others: Councilor Jeff Gudman

The Library Advisory Board meeting was called to order by Chair Rick Slaven at 7:00 p.m. on June 11, 2014.

1. Call to Order and Roll Call

2. Introductions

None

3. Public Comment

None

4. Director's Report

Bill Baars gave the Director's Report as follows:

- The City Council approved the City Budget as submitted by the Budget Committee.
- The City Manager has been given the task by the City Council to decrease FTEs (Full Time Equivalent) by not filling open positions. A half time facilities maintenance position has been vacated and this position will likely not be filled. This means the Library will have reduced help from facilities and will either need to wait longer for service or outsource for maintenance help. This will have an effect on the Library budget.
- The floor in the work room in in need of major repair. The cement floor under the carpet is spalling and needs to be redone.
- The City Budget that was approved include \$5,000 to go to the Friends of the Library for the Booktique rent.
- The All Staff In-Service was held on May 22 and the Volunteer Luncheon was held on May 29.
- The *Lake Oswego Review* featured articles on Summer Reading and on the Reading to the Dogs program held at the Library.
- Paving of the parking lot islands will be done on June 26.
- Repainting of the parking lot arrows and stripes will be done after the first of July.
- On June 30 various City departments, including the Library, will host groups from Rotary for lunch.
- Baars will be the luncheon speaker at Rotary on August 4.
- The Library has a Marketing & Innovation Committee and at Baars' urging a County wide committee is being developed with representatives from each library. Their first meeting will be at Lake Oswego on June 12.
- Baars asked for approval of the revised Materials Selection Policy that had been submitted earlier to the LAB for review.

David Short made a motion, seconded by Cliff Perigo, to approve the Materials Selection Policy as submitted. The motion passed unanimously.

- Baars said he is working on developing a Program Policy and will email a draft to the LAB.
- Slaven asked Baars to expand on an email he sent to the LAB about the City Council's assessment of Boards and Commissions. Among what the City is evaluating is what is the concept of each Board/Commission, are they useful, do they overlap, how often do they or should they meet, how much staff time is involved, what is main focus of group, and what is the best form of communication. Baars said that the purpose of this examination is not to get rid of Boards/Commissions but to help them be effective and to determine how the Council can help Boards keep their focus. Baars said he thinks the LAB is effective and should continue to meet monthly. Meneghin said that the current Boards & Commissions are in the City Charter, which would need to be modified if any changes were made. Slaven said the LAB should focus on Library issues and keep the discussions away from non-Library issues at its meetings as these are public meetings that are recorded. Short suggested that non-Library issues could be discussed outside of the public meetings.

5. Budget Update

Bill Baars gave the Budget Update as part of the Director's Report

6. Chair's Report

Rick Slaven gave the Chair's Report as follows:

- At the July meeting a Chair and Vice-Chair need to be elected.

7. LO Reads

Cyndie Glazer gave the report on Lake Oswego Reads:

- Glazer thanked everyone from the LAB who attended the Volunteer Recognition Luncheon. She gave a special thank you to Niland and Callen for coming the day before to help prepare plants for centerpieces.
- The LO Reads Steering Committee decided at their last meeting to select a fiction book and their next meeting is scheduled for July.

8. Friends of the Library Update

Terry Huber gave the Friends Update:

- Huber attended the second meeting of the Clackamas County Friends of the Library, held at Milwaukie Library. These meetings are an opportunity for these groups to share ideas and the next meeting is scheduled on September 25 at Lake Oswego.
- The new bench given to the Library from the Friends is in place in the foyer. The Friends are working on a plaque to put on the bench commemorating their 60th anniversary.
- Huber said the sale of books in the foyer has increased since the new bookshelves were installed.

9. New Business

Councilor Jeff Gudman gave a City Council update:

- The City budget has been approved with no changes made to the Library budget. The City Manager did make a change in that a department's ending balance can be carried over to the next year to be used for future projects.
- The *Lake Oswego Review* has a new editor and Gudman suggests that LAB members introduce themselves to him.
- Gudman enjoyed attending the Volunteer Recognition Luncheon.
- Nick Bunick's offer to purchase the West End Building is good for 60 days and includes a \$250,000 non-refundable deposit. This offer does not include any zone changes. Bunick has offered for the City to continue using the building which includes Library and Friends' storage, if in return, the City continues to

maintain the building. In answering Perigo's question, if the sale to Bunick goes through, it is Gudman's understanding that the WEB would return to the tax rolls.

- Gudman confirmed that the Budget Committee did not eliminate any Library positions.

10. Adjournment

The Library Advisory Board meeting adjourned at 7:50 p.m.

Respectfully submitted,
Beverly Ross
Recording Secretary