

Present: Rick Slaven, Fred Baldwin, Terry Huber, Maria Meneghin, David Short

Staff Present: Bill Baars, Cyndie Glazer

Excused: Sharon Callen, David White, Anisha Adke

Others: Councilor Lauren Hughes

The Library Advisory Board meeting was called to order by Chair Rick Slaven at 7:00 p.m. on November 13, 2013.

1. Call to Order and Roll Call

2. Introductions

None

3. Approval of Minutes – September 11, 2013

Correction to September 11, 2013, minutes, Director's Report, first bullet, Maria Meneghin's name was misspelled.

Correction to September 11, 2013, minutes, New Business, second bullet, sentence should read "*...how the Library uses the WEB and what effect the sale would have on the Library.*"

Fred Baldwin made a motion, seconded by David Short, to approve the September 11, 2013 minutes as corrected. The motion passes

Approval of Minutes – October 9, 2013

Correction to the October 9, 2013, minutes, Director's Report, sixth bullet, sentence should read "*...the interest in ebooks seems to have leveled off.*"

Fred Baldwin made a motion, seconded by David Short, to approve the October 9, 2013 minutes as corrected. The motion passed.

4. Public Comment

None

5. Director's Report

Bill Baars gave the Director's Report as follows:

- The Friends of the Lake Oswego Library approved grants to the Library in the amount of \$25,000 which included money for music programs, author talk programs, update of Reference material, Cultural Passes, and a 3D printer for the newly established Makerspace program the Library is developing.
- Baars is often asked about the use of the Library Endowment Funds. The Library has two Funds. The balance of the Bischoff Fund is about \$600,000 and this fund was a bequest made with specific restrictions for use. The Library Endowment Fund is about \$2,000,000. Both funds are invested with the Oregon Community Foundation. The City Code states that it is the role of Library Advisory Board to approve expenditures from the Endowment Fund. The Code has set criteria for how the funds can be used and the purpose of the funds. Meneghin said her understanding is that the principal has restrictions on use but that the interest does not. She would like the LAB to have a future discussion about using some of these funds for implementing accessible space for collections that do not fit in the Library or for an interlibrary loan delivery service. She said finding added space is especially important now as the Library will lose storage

space when the West End Building is sold. Baars will bring to the next meeting the most recent OCF statements.

- Last year's figures for funds from the Library District have come in and they are more than anticipated. This is largely due to the increase of property assessed values. This is great news for all of the Clackamas County libraries. At the next meeting Baars will provide the amount Lake Oswego can expect.
- Applications for Library Advisory Board positions are due by December 15. The LAB has two open positions beginning January 31, 2014. David White has completed one full term and is eligible to reapply and Fred Baldwin has completed his second term and is not eligible to reapply.

6. Chair's Report

Rick Slaven gave the Chair's Report as follows:

- Slaven shared the revised year end letter and asked for Board input for any final changes. The letter will be sent out by the end of November.

7. Budget Overview

Slaven has asked Baars to bring to the next meeting a budget update with more detail. He does not want information on each line item but would like more information on the overall budget.

8. LO Reads

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

- Glazer shared the first draft of the brochure that includes the schedule of events. Graphic designer Jane Larsen has presented it to the Steering Committee. Larsen has designed the brochures for the last seven years and she always does beautiful work.
- Copies of the book *Ask Me: 100 Essential Poems* by William Stafford, will be given away at the Kick-off Party in January. The books will be coming directly from the publisher and are expected to arrive at the Library in a couple of weeks. Thanks to the Friends of the Library this year there will be 1,000 books to give away.
- The recent passing of Dorothy Stafford, the widow of William Stafford, has saddened all involved with the planning of LO Reads. Dorothy was a great supporter of the Library and she was expected to participate in several of the events.

9. Council Update

Councilor Lauren Hughes gave the Council Update as follows:

- The Council has been working on the update of the Comprehensive Plan. Package 1, that has partly to do with housing, has been held over to the December 3 meeting. Hughes brought copies of the Community Culture section that includes the Library. Baars wanted to recognize David White for representing the LAB on the Comprehensive Plan Citizen Advisory Committee. White worked hard on this committee and spent a lot of time attending meetings and work sessions to document the Library's future and importance in the community.
- Hughes said on Tuesday, November 19, the Council will hold an open house/study session at the WEB on the Lake Grove Village Plan and the Boones Ferry Road Improvement Project. There have been some discussions about the possibility of having a Library annex on that stretch of road for people to pick up or drop off material, computer stations, and meeting rooms. This idea has come up particularly with the process of the WEB being sold. Baars said he has sent the City Manager figures and information for this type of annex, including needs and staffing. As the discussion continues several things need to be considered, such as hours of operation, staffing, would it be strictly a place for picking up holds or would a computer station, etc. be needed.

10. New Business

- Huber read a letter she received from Representative Kurt Schrader congratulating the Friends of the Library on their 60th anniversary and acknowledging their hard work in support of the Library.
- Baars said the updated version of the public access catalog is now working. It is more interactive and has icons with information on material that is currently available. Meneghin said there is an option to select for using the classic catalog which she does because the new version sometimes freezes her computer.

11. Adjournment

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

Respectfully submitted,
Beverly Ross
Recording Secretary