

Present: David Short, Sharon Callen, Terry Huber, Rick Slaven, David White, Anisha Adke
Staff Present: Bill Baars, Beverly Ross
Excused: Fred Baldwin
Absent: Dick Raymond

The Library Advisory Board meeting was called to order by Chair David Short at 7:00 p.m. on January 9, 2013.

1. Call to Order and Roll Call

2. Introductions

None.

**3. Approval of Minutes – November 14, 2012 meeting
Minutes were not available for review.**

**Apapproval of Minutes - December 12, 2012 meeting.
Minutes were not available for review.**

4. Public Comment

None

5. Director's Report

Library Director Bill Baars gave the Directors as follows:

- The Library currently has a staff of 33.7 FTE (Full Time Equivalent) compared to the 37.9 FTE staffing level of ten years ago. While the City Council will likely have on their agenda to cut City FTEs, Baars hopes to keep the current staffing level through the next fiscal year. The vacant position of Circulation Library Manager has been advertised and will close next week.
- The large video screen has been moved to behind the Circulation Desk. Library events, including LO Reads, will be promoted on the screen so patrons waiting in line will see it. Baars has asked for staff to give him feedback on customer comments about this change.
- As the Library will not be planning for a new facility, the goal this year will be how to maximize and re-engineer the current space.

6. Chair's Report

Dave Short gave the Chair's report as follows:

- The City Council meeting scheduled with the Boards and Commissions Chairs has been postponed to January 22. LAB Chair Short and Vice-Chair Fred Baldwin have conflicts for that date and will not be able to attend. David White and Sharon Callen have agreed to attend and represent the LAB and present the 2013 Work Plan and Goals.
- Short asked Ross to add to the Annual Report the dollar amount for donations received from the year end letter. Ross said she will update the report with the exact figures and the that to date the amount is approximately \$5,000 for the Annual Fund and \$300 for the Endowment Fund.

7. LO Reads

Bill Baars gave the report on LO Reads:

- The book giveaway was Monday night, January 7. People began waiting in line for the book hours before the start and 500 books were given out. As the publisher gave a greater discount on the book the Library was able to buy more books than usual. Thank you to the Friends of the Library for providing the funds for the books. The festivities included food and tea from Rwanda.
- There has been a great response to the book with folks already engaged in reading it.
- Baars gave Board members tickets to the author talk that is scheduled for Wednesday, February 20.
- At the book giveaway, a Lewis and Clark College exchange student who talked with Bill and told him how important this program is to him. Also at the book giveaway, Steve Smith, who founded Tazo Tea, served tea he had imported from Rwanda for this event.

8. Work Plan and Goal Statement

As the meeting date with the City Council was extended, the LAB again reviewed its 2013 Work Plan and its 2013 Goal Statement.

Baars said the new City Council has an interest to paring down the number of FTE (Full Time Equivalent) staff citywide. Any decisions will come from the City Council with recommendations from the Budget Committee, who recommended cuts last year. The City expects cuts but is unsure if it will be specific positions or a dollar amount from the General Fund. The Library is part of the General Fund and Baars hopes to maintain the current staffing level of which is less than it was 10 years ago. Baars asked the LAB to consider an addition to Library Goals; to advocate for maintaining the 2011-12 staffing levels. Baars said after the last LAB meeting he emailed Mary Olson asking her if this was an appropriate goal for the LAB to add to their Goal Statement. Baars said he wanted her opinion before making the request to the LAB. Olson responded by saying that this is absolutely an appropriate goal for the LAB.

Rick Slaven said if the City Council is considering making any cuts to the Library budget they should be reminded that as of last year the City's contribution to the Library's budget has already been reduced by \$900,000 because of the passage of the Library District.

Rick Slaven moved, seconded by Sharon Callen, to add to the LAB Goal Statement for 2013 “Advocate for maintenance of current staffing levels and maintenance of current City general fund contribution.” The motion passed.

Baars said he will make the change and send the update to the LAB members for review before the January 22 meeting with the City Council.

Sharon Callen asked if some of the LAB goal should be measurable. Baars said that some of the goals listed are measurable, for example the number of LO Reads events or maintaining the FTE level, but some of the goals would be difficult to measure. Callen said the measures don't always need to be dollars but perhaps in reports or in any way that can show the LAB has moved forward on these goals. Baars agreed this is a good suggestion and we should look at how more goals can be measured. Callen said she would like the LAB to do more community outreach by talking publically about what the Library does.

9. New Business

- Baars said Councilor Gudman asked Bill to extend his thanks to the LAB for their input on moving the Library to the West End Building. Most of the comments he has received have favored having a purpose built facility down the road rather than trying to retrofit a facility in these uncertain times and uncertain budgets. He wanted the LAB to know that whatever they decide he will support. White said the LAB

needs more information about what Councilor Gudman is proposing. For example, is he suggesting the Library move to the WEB as it is or would the building be razed and rebuilt for a Library? White said it is hard to react when the options are unknown.

- Terry Huber shared with the Library that this year is the 60th Anniversary of the Friends of the Library and plans are in the making to celebrate with the community. Also, the annual atrium book sale will be held the weekend January 18, 19 and 20 in Mercantile Plaza, just outside the door of the Booktique.

Adjournment

The Library Advisory Board meeting adjourned at 8:05 p.m.

Respectfully submitted,
Beverly Ross
Recording Secretary