

Present: David Short, Sharon Callen, Terry Huber, Maria Meneghin, Rick Slaven, Anisha Adke  
Staff Present: Bill Baars, Beverly Ross, Cyndie Glazer  
Excused: Fred Baldwin, David White

The Library Advisory Board meeting was called to order by Chair David Short at 7:00 p.m. on June 12, 2013.

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

**2. Introductions**

None

**3. Approval of Minutes – March 13, 2013**

**Approval of Minutes – April 10, 2013**

**Approval of Minutes – May 8, 2013**

**Rick Slaven made a motion, seconded by Terry Huber, to approve the minutes of the March 13, 2013, April 10, 2013, May 8, 2013 meetings. The motion passed.**

**4. Public Comment**

None

**5. Director's Report**

Bill Baars gave the Director's Report as follows:

- The City Council approved the 2013-2014 Fiscal Year budget and the Library budget was approved as submitted. The Library budget remains flat for this next year.
- The City Council, along with selected City staff and a citizen's panel, will begin City Manager candidate interviews on Friday, June 14.
- The man who stole over \$3,700 worth of books from several local libraries, including Lake Oswego Library, was found guilty. Billy Joe Davis II was selling the books online and was arrested with the help of the Library and local police.
- Local resident, Kathi Inman Berens, was featured in a *Lake Oswego Review* article on May 16, highlighting her electronic literature exhibit on display at the Library of Congress. Berens gives credit to the Lake Oswego Public Library for assisting on the exhibit.
- An All Staff In-Service Day was held on Thursday, May 23, with the Library closing until 2:00 pm. This program was put together by the Library's Marketing Committee and the theme was Health & Safety. Some of the presenters were City staff from the Police, Fire and Citizens Information Departments. The In-Service was a great success with many positive comments from staff.
- The foyer is being refurbished. The area has been painted and a new bookshelf is planned for selling Friends Booktique books. The Library Bulletin Board Policy and the Library Lobby Policy are being reviewed in regards to what is posted in the foyer.
- Baars is working on developing an Evacuation Policy. He would like to have a staff evacuation drill and a Code Adam drill very soon. Baars is also working on updating other Library policies and would like to bring these to the LAB for input and approval as they are completed.
- Baars was on the interview panel for the hiring of a new director for Beaverton Library. Abigail Elder, from Tualatin Library, was hired and during her interview she referenced a list she developed for her staff "10

Things Every Staff Member Should Know". Baars would like to develop a similar list for Lake Oswego Library staff. This list would include basic things such as where are the panic buttons and where is the defibrillator.

- Summer Reading programs have started with 400 kids already signed up for the children's program.

#### **6. Chair's Report**

Chair David Short gave the Chair's Report as follows:

- Short, along with Cyndie Glazer, worked at the Library booth on the June 1 Farmer's Market and they promoted the Summer Reading programs and there was a lot of interest from folks who stopped at the booth.

#### **7. LO Reads**

Cyndie Glazer gave the report on LO Reads:

- The Steering Committee met today and Kim Stafford attended. Kim is the son of William Stafford and he shared some insight about his father and suggested some program ideas.
- Glazer feels the Steering Committee is ready to make the announcement it will be part of Oregon Reads Celebration of William Stafford. The 2014 program will be very different and will be about all of the work of William Stafford and not just one book. Glazer is working with the Friends of the Library on the book giveaway.
- Kim Stafford will be teaching a one week class in July that studies and learns about William Stafford and prepares attendees to be able to speak to groups in this year of celebration. It is hoped that some folks from Lake Oswego will be able to attend.
- Committee member, Margaret Zeps, discovered poetry boxes on a walk in Northeast Portland. These are wooden boxes installed that have copies of poems inside and people can open the box and take a poem. It is suggested that LO Reads do this throughout the area during LO Reads 2014.
- Glazer and Baars were invited to attend the Oregon Reads Celebration of William Stafford Steering Committee meeting. In attendance were representatives from OPB, the Portland Art Museum, PSU, several publication representatives and many others from all over the State. Glazer said so many wonderful events are planned and this will be an exciting year.

#### **8. New Business**

- Cyndie Glazer thanked those LAB members who attended the Volunteer Luncheon on May 29.
- Glazer share copies of the Library Newsletter that has been created which gives three months of Library events planned by all departments. The newsletter was suggested by the Marketing Committee and was formatted by a volunteer. The goal is to have a newsletter printed quarterly with a Fall edition coming out in September. The newsletters were very popular at the Farmer's market.
- The Library will participate in the Fourth of July parade again this year. New this year will be the first Book Cart Drill Team from the Library featuring four decorated book carts pushed by librarians and staff.

#### **10. Adjournment**

The Library Advisory Board meeting adjourned at 7:25 p.m.

Respectfully submitted,  
Beverly Ross  
Recording Secretary