

BANKS PUBLIC LIBRARY BOARD MEETING

Meeting Minutes – Tuesday, September 15, 2015

Attending: Ann Witkowski, Lynda Goovaerts, JoAnn Pari-Mueller and Marion Steinbach

Staff: Denise Holmes **Absent:** Pete Edison

Call to order: 6:35PM

Roll Call: attendees declared presence

Welcome & Introduction: all welcomed

Appearance of interested citizens/guest: Linda

Lybecker

Changes or Additions to agenda: none

APPROVAL OF MINUTES: JoAnn Pari-Mueller made a motion to approve the minutes of the August 18, 2015 meeting, Ann Witkowski seconded, all approved.

OLD BUSINESS

Library Expansion Update –

- First grant ready to be sent to Ford Family Foundation.
- Community funds raised so far \$108K
- Denise Holmes is attending a Meet the Funders event on September 16, 2015.
- Next events – Friends book sale October 3 and 4, possible turkey trot, Cemetery dinner December 5, Barnes and Noble book fair and gift wrapping and possible art and wine event.

Library Levy –

- This will be an election for the WCCLS Local Option Levy (LOL), along with Sheriff's levy.
- Rack cards created and gives specifics on Banks Library adding 3 hours per week if passed.
- LOL is 1/3 of funding from WCCLS; other 2/3 of WCCLS funding comes from County General Fund.

Policy Review –

- Circulation Policy - reviewed and discussed attorney's updates. Ann Witkowski made a motion to accept Circulation Policy, JoAnn Pari-Mueller seconded, all approved.
- Library Goals for 2016 City Council Planning Retreat finalized – Lynda Goovaerts made a motion to approve goals; Ann seconded, all approved. Goals are as follows:
- Secure funds for Phase 2 and complete expansion.
- Increase hours by 3 hours/week if levy passes and support effort of library levy.
- Continue efforts for outreach and relationship with schools.
- Continue to sustain high level of library training; including competency standards.
- Continue library policy/procedure review.
- Support library programs.

NEW BUSINESS

Library Board Applicant -

- New applicant Linda Lybecker – she recently retired as Assistant Library Director from Hillsboro Library with years of experience with libraries. Ann Witkowski made a motion to accepted Linda to library board position, Lynda Goovaerts seconded, all approved.
- Outcome Statement for grantor on library expansion discussed –some key points: cohesion of community (both ends of Main Street); extension of school learning environment (public, private, home-school); quantitative utilization goals, looking at how to charge groups for room use.
- Elect new library board chair – Ann Witkowski will do job in interim. Will revisit in December or January.

City Report – (reported by Denise Holmes)

- Bicycle/Pedestrian plan draft presented. Plan is on the city website.
- Water issues/work continues and meters are being changed out.
- Parking plan discussed.
- Community Development Block Grant request for street improvements approved.

Executive Report –

- Distribution of Pool 2 money and levy discussed.
- A subcommittee to study and recommend plan for Expansion and Pool 2 fund distribution.
- New Forest Grove City Manager introduced.

Directors Report –

- Grants and levy discussion continues.
- Circulation steadily going down, trying to figure out why such a big drop.
- Summer reading completion lower; hope to strengthen with new superintendent.
- Pre-school story time promotion on Sunset Park reader board. Regular news releases help attendance.

Friends Report –

- Book Sale October 3 and 4, 2015
- Cemetery Dinner December 5, 2015.
- Barnes and Noble gift wrapping and book fair, December 12-13, 2015.

Round Table Discussion –

- Ann Witkowski shared information she brought back from a Boston library. A card with a large leaf printed on distributed to patrons. Patrons are asked to write comments on leaf related to what they want to see in library. The slogan –“add your voice, join the conversation, deliver this card”.

Meeting adjourned – 8:03 PM

Next meeting –Tuesday, October 20 2015, City Hall, 6:30PM.

Minutes respectfully submitted by Lynda Goovaerts and Denise Holmes