

## **BANKS PUBLIC LIBRARY BOARD MEETING**

**Meeting Minutes:** Tuesday, July 19, 2016

**Attending:** Ann Witkowski, Marion Steinbach, Lynda Goovaerts, Linda Lybecker,

**Absent and Excused:** Pete Edison and JoAnn Pari-Mueller

**Staff:** Denise Holmes

**Appearance of interested citizens:** none

**Changes or additions to agenda:** none

**Call to order:** 6:35PM

**Approval of minutes** – Ann Witkowski made a motion to approve minutes of Tuesday, June 21, 2016, Marion Steinbach seconded, all approved.

### **Old Business:**

- Library Expansion Update – Meyer Memorial Trust declined our grant request. Holmes will resubmit to Swindells by August 1, 2016. Jamie looking at other possibilities. Lions Club disbanding and will be donating \$2,500. Local funding total is \$167,000. RFP is currently with the City Attorney for review. Brett included all aspects of the project in the RFP; bids must include costs for the green roof, green wall, solar panels, etc. Bids close September 29<sup>th</sup>; the selection team will review bids and choose a contractor to recommend for Council approval at its October meeting. It is hoped that ribbon cutting will happen in July, 2017. Upcoming fundraisers/awareness events are: National Night out with pie sales August 2, 2016 and McMenamins Half Night, November 15, 2016.
- Strategic Planning Process – Finalize details at September meeting for educational presentation at first stakeholder meeting on October 18<sup>th</sup>. Second stakeholder meeting in November. Presentation will be centered on community room and how the library can help the community. First meeting will include: PowerPoint, speakers, budget, roles of library, staff and board and library project updates. Staff will review prioritized areas for cost and feasibility before November meeting. Second meeting will include: response to staff review and any new ideas. Action items – Holmes contact Edison and Pari-Mueller to help with presentation. Holmes and Lybecker will practice on staff and board.
- Material Selection Policy Review – board agreed to ask Pari-Mueller to work on this. Suggested strategies are: retain and consolidate the current “Request for Reconsideration of Materials” forms into one; add who is responsible for selection and de-selection; refer to collection development statement, and gift and donation policy where appropriate; streamline bulleted list; remove approval clause.

### **New Business:**

- WCCLS 40<sup>th</sup> Anniversary Celebration/groundbreaking planned for Saturday, October 15, 2016. Celebration will include; cake, balloons, decorations, speakers, wearing of 40<sup>th</sup> anniversary tee shirts, etc.

### **Reports:**

- City Report – public hearing on West Hills proposal vacate Rose Way right of way, UMC had to trespass homeless couple, recommendations for League of Oregon City legislative priorities were discussed, NNO proclamation, accepted results police levy ballot measure (approved by voters) and Banks Billiards OLCC license.
- Executive Report – next meeting in September.
- Directors Report – summer reading has been successful, working with Emma Ochoa from Westside Early Learning Team (schools and public libraries) on early education initiatives and programs.
- Friends Report – took Don Moore out for lunch, National Night Out and Banks BBQ in August and fall book sale in October.

**Meeting adjourned:** 8:20PM. Next meeting : September 20, 2016. August meeting is cancelled.

Minutes respectfully submitted by Lynda Goovaerts and Denise Holmes