



**Banks Public Library Board Meeting
Tuesday January 15, 2019
Banks Public Library – Jane Moore Community Room
42461 NW Market Street
Banks, OR 97106**

Meeting Minutes

CALL TO ORDER AT 6:30 PM AND DECLARATION OF QUORUM

In Attendance – Denise Holmes, Linda Lybecker, Lynda Goovaerts, Elaine Goldman, Michael Nelson and Ann Witkowski

Absent: none

APPEARANCE OF INTERESTED CITIZENS: none

CHANGES OR ADDITIONS TO THE AGENDA: none

APPROVAL OF MINUTES

1. Minutes of the Library Board Meeting – Linda Lybecker made a motion to approve minutes of December, 18 2018 meeting. Ann Witkowski seconded motion, all approved.

OLD BUSINESS

2. Strategic Planning Report – Board discussed Executive Summary section. Denise Holmes stated that she wanted the Executive Summary to be in a suitable format for viewing on the city website. She will add list of participants and process structure later to complete the final report. Board Council, and Strategic Planning Group members will receive a copy of the final report, including the participant list and process structure; The Executive Summary will be posted. Board voted on goals determined as by the Strategic Planning Group participants. Linda Lybecker made a motion to approve. Ann Witkowski seconded, all approved.
3. Potential Grant Application – Denise Holmes deciding on which direction to go with the IMLS grant for small and rural libraries, centering on the initiative of Building Community Connections. She is working on ideas with volunteers and staff. Jamie (City's contract grant writer) is willing to write. Denise Holmes is strongly considering centering theme on history of Banks and Centennial of Banks. Grant application is due February 27.
4. Library's Goals for Council Retreat – The Board agreed that the Library's departmental goals should focus on the three service responses selected by the Strategic Planning Group: 1. Connect to the Community; 2. Create Young Readers; 3. Stimulate Imagination.
5. Budget – Programming support: looking into a grant request for \$3500 to help fund a week long reading camp, aimed primarily at struggling readers (but all kids would be welcome). Asking the Friends for wish list requests, primarily for additional program support, including cultural programs, as well as purchase of books to give away at library and community events, centennial event support and art display hardware. She will also ask for an increase in supplement funds to buy books for the library. The Library will need to budget to set aside money for when PERS credit/expires in 2024-2027.

NEW BUSINESS

6. Elect Chair and Vice Chair – Ann Witkowski nominated Linda Lybecker as Chair, all in favor. Ann Witkowski nominated Lynda Goovaerts as Vice Chair, all in favor Ann Witkowski volunteered to be act as recording secretary.
7. Set 2019 Meeting Dates – Meeting dates will be third Tuesday of month for 2019.

REPORTS

8. City Report – Held a swearing-in of one returning and two new councilors. Mark Gregg continues on as Council President. Rachel Nelson given appreciation certificate for her work on the Economic Development Commission and the Planning Commission. Teri Branstitre presented with appreciation certificate, as she is moving out of area and can no longer hold a seat on the Council. Held a public hearing regarding proposed intersection improvements at Aerts Road and Highway 6 intersection. Public Works Design Standards document reviewed. City Council assignments were tentatively determined.
9. Executive Board Report – Next meeting is February 28. The Board will review and hopefully recommend approval of WCCLS budget to County Commissioners.
10. Directors Report – Susan Cackler has started a series of classes on early childhood education and programming, which will result in certification. STEM programs are ongoing and very successful. Fostering a Reader Pilot Program grant is concluding and being evaluated. Other programs in the works are: Seed Library, program and kick-off; how to be a water wise gardener; container gardening and mason bee education. HVAC unit required repair – may need to be replaced next fiscal year. Pool 2 money will be used to replace computers.
11. Friends Report – Annual meeting will be held January 26. Raise a Glass fundraiser was discussed. Angie Lanter will assist with solicitation for donations this year by sending out requests to various companies and organizations from which she has requested donations for other organizations in the past. Friends bought and installed new bookshelves in the Public Works Building to sort and store items for their book sales.

COMMITTEE ROUND TABLE DISCUSSION – Denise Holmes would like to see library get involved in presenting more programs for local residents – for example a program on small trees for small yards to help residents to select appropriate varieties. Banks is a designated Tree City USA municipality and needs to increase tree-related activities in the community. The new water conservation program will also affect City residents and what they can successfully grow in their yards.

ADJOURN – meeting adjourned at 7:45PM

Denise Holmes

Minutes submitted by Lynda Goovaerts and Denise Holmes

Next Library Board Meeting – Tuesday February 19, 6:30 pm, Jane Moore Community Room