



**Banks Public Library Board Meeting
Tuesday March 19, 2019
Banks Public Library – Jane Moore Community Room
42461 NW Market Street
Banks, OR 97106**

Meeting Minutes

CALL TO ORDER AT 6:31 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: Marion Steinbach

CHANGES OR ADDITIONS TO THE AGENDA: Denise requested that the Library Community Room Rules be added as a New Business item.

APPROVAL OF MINUTES

1. Minutes of the Library Board Meeting – Lynda Goovaerts made a motion to approve minutes of January 15, 2019 meeting. Ann Witkowski seconded motion, all approved.

OLD BUSINESS

2. **Strategic Planning Report** – The Board reviewed the 2019-2022 Strategic Plan document to be presented to the City Council in April. It was suggested Denise provide the full document to the Council and just present a summary at the meeting. Lynda Goovaerts moved that the Library Board adopt the 2019-2022 Strategic Plan. Linda Lybecker seconded the motion, all approved.
3. **Budget Review-** Denise is working through details before the budget is finalized in early April. Proposed budget includes grant monies to fund a weeklong reading camp and additional wish list items from Friends. The budget will also need to set aside funds to prepare for increased contributions to PERS as the City's credit is not forecast to last until 2027 as was previously expected. While the library always budgets for and monitors expenses very closely, FY19-20 will be even tighter than usual, and may require reductions in areas such as staffing hours, and the book budget, for example, to balance the cost of facility operations, like utilities, building maintenance and the possible need to replace one of the twenty-plus year old heating and air conditioning units.

NEW BUSINESS

4. **Library Board Manual Review-** Members reviewed contents of their individual Library Board manuals and updated documents as needed to ensure everyone has up to date information.
5. **Community Room Rules-** Denise reported that the community room isn't getting as much use by community groups and individuals as expected. The Community Room Policy designates three categories of use with their respective fee schedules. There have not yet been any users in Category 3 (for profit organizations). The Banks Garden Club uses the room under Category 2 (local clubs, government agencies, etc.). All other use is in Category 1 (Library, City, Friends).

Denise reported that the initial 4-hour charge deters people from Category 2 & 3 use. The Board discussed the following changes for Category 2: Single use- \$15 first 2 hours, hourly fee thereafter; Multiple use- \$10 first 2 hours; hourly fee thereafter. Denise will discuss proposed changes with staff and City. At this point, no changes are proposed to Category 3 pricing.

REPORTS

6. **City Report** – City Council met March 12. City Planner did a presentation on the system development charges (Parks, Transportation and Water) and Council approved work on updating charges as needed. Oregon PERS office personnel gave a presentation regarding City status relative to PERS contribution. Current credits are due to expire which will require the City to set aside additional funds for PERS. Parking discussion- Council considered proposal to allow for more space between parked car and crosswalks. This has the biggest impact in Arbor Village and potentially 55 parking spaces would be eliminated. City decided to investigate painting designated parking spaces. Bob Long presented proposed corrective plan to address development moratorium due to water shortage. Council gave achievement awards to two high school students.
7. **Executive Board Report** – Board met February 28; The Board recommended approval of the WCCLS budget to County Commissioners. Board also approved some fee structure changes for processing lost/overdue items to make fees more equitable. These changes were approved to take effect March 1. The WCCLS manager also gave the Board an update on the status of the WCCLS Strategic Planning process.
8. **Directors Report** – Denise attended the WCCLS Strategic Planning retreat, which included an overview of the themes from the stakeholder survey, a discussion of WCCLS' mission statement, roles of Central Services vs. member libraries, and potential priorities for WCCLS as an organization. Next steps are for the Planning Team to work with the survey and retreat results to formulate a draft plan. It was decided not to pursue the IMLS grant, due to the complexity of the application process in combination the short deadline for submittal, and some local developments with regard to the Centennial History project.
9. **Friends Report** – Planning a spring book sale May 16-19. Lynda suggested advertising at the Brave Run which is the same weekend. The Friends will start selling dinner/auction event tickets at the book sale. The Friends approved several of wish list items from the Library.

COMMITTEE ROUND TABLE DISCUSSION – no items

ADJOURN – meeting adjourned at 8:43 PM



Minutes submitted by Ann Witkowski and Denise Holmes

Next Library Board Meeting – Tuesday April 16, 6:30 pm, Jane Moore Community Room