



**Banks Public Library Board Meeting
Tuesday April 16, 2019
Banks Public Library – Jane Moore Community Room
42461 NW Market Street
Banks, OR 97106**

Meeting Minutes

CALL TO ORDER AT 6:45 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: No changes or additions

APPROVAL OF MINUTES

1. Minutes of the Library Board Meeting – Linda Lybecker made a motion to approve with no changes. Minutes approved as written.

OLD BUSINESS

2. **Budget Report-** Denise presented the budget to the Budget Committee April 6 and received approval. The City Council will review the budget in May and hold a public hearing. Final adoption is expected in June. As noted earlier, the FY19-20 budget is even tighter than usual with very little margin. Monies pledged from Friends increased and is a big help with wish list items. The Camp Read summer program grant request is still pending.
3. **Community Room Fees Update-** In follow-up to the Board discussion in the March meeting, Denise discussed the proposed fee changes with staff. The Board agreed to the following changes which Denise will incorporate into the Community Room Policy. The revised fees will be updated in the FY 2019-2020 fee schedule, which must be approved by City Council.

Category 2:

Single Use- 1st 2 hours=\$15; \$7/hour thereafter up to 8 hours

Multiple Use- 1st 2 hours=\$10; \$5/hour thereafter up to 8 hours

Category 3:

Single Use- 1st 2 hours=\$25; \$10/hour thereafter up to 8 hours

Multiple Use- 1st 2 hours=\$20; \$8/hour thereafter up to 8 hours

General Community Room practice- Denise proposed that walk-in groups with no reservation be allowed to close the community room doors during their use of the room. This assumes there is no other reservation booked, no kitchen access allowed, staff will have access to room, and use of the room is no longer than 2 hours. This will allow study groups, etc. to use the room effectively without impact to the rest of the library. The Board agreed with Denise's recommendation. The staff will work on the proposed update to the policy for the Board's formal approval.

NEW BUSINESS

4. **Patron Behavior Policy Review-** Denise reported that there are no current serious patron behavior issues that need to be addressed. However she recommended that the 6-year-old policy be updated to reflect current practice such as allowing covered drinks and limited food, etc. Also, the staff would like to post some library use guidelines that are worded in a "patron friendly" manner. The Board recommended that these guidelines be distilled from the updated policy and included in that document. Denise and staff will initiate some policy revisions, including adding an appeal process, and bring to the Board for review.
5. **May 2019 Meeting-** Due to a reservation of the Community Room, the Board meeting on May 21 will start at 7pm

REPORTS

6. **City Report** – City Council had a presentation by the Fire Chief asking for their support for an upcoming local option levy in May. They are requesting an increase of 35 cents per \$1000 for services and /equipment. The Council pledged their support. Rob Peacock presented a projected cost update to water transmission line replacement costs. Earlier estimates of \$4.5M were updated to \$7.5M. The Council is looking into deferring other projects to help fund this. Denise presented the Library Strategic Plan. The Council adopted the 2019/20 City Council Goals. Angie Lanter updated the Council on the Banks Centennial celebration planning. The Council recognized the boys' basketball team for winning the state championship.
7. **Executive Board Report** – Board did not meet last month.
8. **Directors Report** – Susan received a scholarship to attend an Association of Small & Rural Libraries (ARSL) conference in Vermont in September. The Food for Fines week is coming up in May- many people donate even if they don't have a fine to pay.
9. **Friends Report** –Spring book sale May 16-19. The Friends will start selling Raise a Glass dinner/auction event tickets at the book sale. The Friends are currently working on their budget to support the Library.

COMMITTEE ROUND TABLE DISCUSSION – no items

ADJOURN – meeting adjourned at 8:10 PM



Minutes submitted by Ann Witkowski and Denise Holmes

Next Library Board Meeting – Tuesday May 21, 7pm, Jane Moore Community Room