



**Banks Public Library Board Meeting  
Tuesday, March 21, 2023, at 7:00 pm  
Meeting via Zoom**

**AGENDA**

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Use the ZOOM App on your electronic device and the following link:  
<https://us02web.zoom.us/j/87158584365?pwd=a1ExSmZNBzltTWRvUmJFdzUrcG9jQT09>

Meeting ID: 871 5858 4365

Passcode: 802510

If using phone only (no internet) call 1-253-215-8782

Meeting ID: 871 5858 4365

Passcode: 802510

**CALL TO ORDER & DECLARATION OF A QUORUM**

**ROLL CALL AND INTRODUCTIONS**

**APPEARANCE OF INTERESTED CITIZENS:** *This time is provided for anyone in the audience to comment on any items of concern, except those items appearing on the agenda or items that refer to land use. The Library Board may defer any request for consideration at a later meeting. Please limit comments to 3 minutes, and in the interest of time comments may be further limited at the discretion of the Chair.*

**CHANGES OR ADDITIONS TO THE AGENDA**

**APPROVAL OF MINUTES**

1. Minutes of the Library Board Meeting – February 21, 2023

**OLD BUSINESS**

2. Library Service Activity Update
3. WCCLS Update
4. Budget Update

**NEW BUSINESS**

**REPORTS**

5. City Report
6. Executive Board Report
7. Directors Report
8. Friends Report

**COMMITTEE ROUND TABLE DISCUSSION**

**ADJOURN**

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**Next Library Board Meeting – April 15, 2023**  
**Future Agenda Items: Strategic Planning and Review of Library Policies**



**Banks Public Library Board Meeting  
Tuesday, February 21, 2023  
ZOOM Meeting  
Banks Public Library  
42461 NW Market Street  
Banks, OR 97106**

**Meeting Minutes**

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**CALL TO ORDER AT 7:09PM AND DECLARATION OF QUORUM**

**In Attendance** – Denise Holmes, Linda Lybecker, Lynda Goovaerts, Elaine Goldman, Bobbie Gregg, Pete Edison and Ann Witkowski

**Excused Absent:** None

**APPEARANCE OF INTERESTED CITIZENS:** None

**CHANGES OR ADDITIONS TO THE AGENDA:** Denise Holmes requested that the Budget Update be discussed prior to the Strategic Plan- Next Steps

**APPROVAL OF MINUTES**

1. Minutes of the Library Board Meeting on January 17, 2023 –Approved as written.

**OLD BUSINESS**

2. **Library Services Activity Update-** Holmes shared highlights from current programs and referred the Board to the monthly report sent to City Council. A recent Pokémon after school activity for kids was very well attended. The staff has recently been assisting patrons with English as a second language and found the translation apps available on cell phones to be very helpful.
3. **WCCLS Update-** Holmes reported that the new organization rollout has been delayed until March 4. Regional meetings will be held with WCCLS member Library Directors in March to introduce the changes and answer questions.

**NEW BUSINESS**

4. **Budget Update-** Holmes reported that Washington County is having some serious budget challenges. The County has asked all departments to submit budgets with 4%, 7% and 10% reductions. This will impact WCCLS and could impact the member libraries, including Banks Library. Currently, WCCLS management is planning to curtail costs in a variety of ways, including delaying the filling of open positions. There is a possibility that funding for programs may also be impacted. The anticipated distribution to libraries is currently set to be limited to a 0% increase relative to last year's funding. Depending on the outcome of the General Fund distribution to WCCLS, there could be up to a 2% increase in distribution to member libraries. While this change is not likely, any increases will not be known until late April, when the County submits its draft budget to the County Budget Committee. WCCLS management understands that key support functions such as IT and courier services are critical.

Holmes is currently working on the Banks Library budget with a first draft due March 1 and budget to be finalized by April 7. She will have more details to share at the Board meeting in March.

The Friends of the Banks Library currently fund many library programs that are not part of the library budget. It would be good for the Library Board to have more visibility of all that entails. The Friends have expressed willingness to consider adding an additional \$500 to their current funding to help support the library during the budget crunch in the upcoming fiscal year.

5. **Strategic Plan- Next Steps-** Holmes put together a summary of the community survey input and possible actions the library could take. The Board discussed the idea of “Community Conversations” to help engage more people and create a positive atmosphere for sharing ideas/information and learning. This topic will be discussed further at upcoming Board meetings. Holmes asked Board members to actively engage in sharing info about current library programs with others. Bobbie Gregg will talk to the school administration to see about including links to library info in the monthly newsletter. Pete Edison noted that lots of the issues noted in the survey (lack of services, more community events) could be addressed by growth.

## REPORTS

6. **City Report** –Edison reported on several items from the February 14 City Council meeting & work session:

- Council heard from two experts on aquifer storage and recovery. While the city water flow has significantly improved due to the transmission line replacement and other improvements to the system, a method such as this will be needed to support growth. The City Council will need to make a decision on how to address this.
- Council approved moving to Phase II of the broadband study to determine what access options are best for the city.
- City audit results were positive and approved.
- Committee assignments were reworked.
- Council adopted the 2023-2024 Council work plan- 3-4 major projects will carry forward
- Council is doing another water rate study- a new structure will be proposed with citizen hearings; Goal is to be able to support operations and needed capital improvements. Customers who use the most water will likely pay higher rates.

7. **Executive Board-** Board met in February to discuss the WCCLS budget.

8. **Directors Report-** Holmes reported that the Library is working with the Sunset Park Association to utilize some of the Sunset Park space, including Schlegel Hall for summer programs.

9. **Friends Report**

- Sees Candy Sale starts February 26 and ends March 24
- Book Sale planned April 13-15, 17
- Planning underway for annual Raise A Glass dinner/auction event- July 9
- Friends have requested that Board members consider membership in the Friends organization if they haven't already joined.

**COMMITTEE ROUND TABLE DISCUSSION – None**

**ADJOURN – meeting adjourned at 8:31 PM**

Minutes submitted by Ann Witkowski and Denise Holmes

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**Next Library Board Meeting – Tuesday March 21, 7pm, ZOOM meeting**  
**Future Agenda Items: Strategic Plan and Survey Responses, Budget update**