

TIGARD PUBLIC LIBRARY  
BOARD MINUTES  
Thursday, August 9, 2007

Call to Order: 7:09 p.m.

Roll Call

Present at the meeting: Brian Kelly, Chair; Board members Scott Libert, Karen Levear, Jan Thenell and David Burke, Vice-Chair; Library Director Margaret Barnes, and Alison Grimes, Executive Assistant. Cecelia Nguyen was excused.

Minutes

The June 5, 2007 Board meeting minutes were reviewed next as the Board did not meet in July. After review and a request from Kelly to change "discussion" to "communication" in Other Business, the minutes from the June 5, 2007 Board meeting were unanimously approved.

Motion – Thenell	Second – Levear	
Burke - Aye	Kelly - Aye	Libert - Aye
Levear - Aye	Nguyen - Excused	Thenell - Aye

Agenda Additions or Deletions

Election of Officers was added to the agenda.

Call to the Public

Visit with Employee – Molly Carlisle, Children's Services Supervisor, was introduced by Barnes and spoke briefly with the Board. Carlisle, employed at the Library for over 4 years, gave an overview of various activities and programs Children's/Youth/Teen Services had provided over the summer. She noted that more fathers seem to be coming in with their children and staying until the Library closes at 9. Japanese pop culture is currently very popular and an anime event is being planned. "Panic at the Prom" mystery night was well-attended and Game Night also seems to draw a good crowd.

Election of Officers

The floor was then opened for nominations for the positions of Board Chair and Vice-Chair. Thenell made a motion to retain the current slate: Kelly as Chair and Burke as Vice-Chair. Second by Levear. Both Kelly and Burke agreed to serve as Board Chair and Vice-Chair, respectively, for the 2007-2008 year.

Motion – Thenell	Second – Levear	
Burke - Aye	Kelly - Aye	Libert - Aye
Levear - Aye	Nguyen - Excused	Thenell - Aye

## Monthly Reports for June and July 2007

Barnes distributed the monthly statistics for June, 2007. The average daily circulation was 2,605 items versus 2,302 in 2006. 308 people attended 8 separate adult programs and 756 preschoolers attended 18 different activities. The Cultural Pass program was utilized 60 times in June.

The July statistical report showed similarly record-breaking numbers: Average Daily Circulation – 3,104 versus 2,624 in 2006; 2,092 new materials were added and 726 removed from circulation; 36,300 patrons passed through the security gates at the Library, an increase of 18.4% over 2006.

Other reports distributed were the Circulation Management Overview reports for May and June, plus a six-month comparison report of the statistics. Barnes felt the restoration of hours and the quality of the Library's collection contributed to the high statistics.

The Board was also informed that, effective August 17, the Fireside Coffee Corner will be closing. Interested vendors have already contacted the City regarding the space.

Applicants are still being sought for the vacant Library Board position. The person filling this slot must reside within the City limits. Application deadline is August 31 and one application has been received so far.

## Restoration of Library Hours

Staff has easily adapted and adjusted to the change as many of them were used to the previous 9:00 p.m. closing time.

Library staff, under the direction of Sandy Birkner, Technical Services Supervisor, is in the process of inventorying the Library's books. The Adult Non-Fiction collection is about 25% complete.

## Library Summer Programs

The Adult Summer Reading Program ended Tuesday, July 31 and was a great success. Over 1,000 book reviews were submitted by over 250 participants. The drawing has been held for the various specialty baskets and winners were notified.

## Library Policies

Received from the City Attorney's office with no additions or corrections, the Board did a final review of the following policies, which had been slightly changed in wording and formatted to match the American Library Association's policy format:

- Confidentiality of Library Records
- Proctoring Examination Policy
- Collection Development Policy

Motion: Adopt the Confidentiality of Library Records Policy, the Proctoring Examination Policy and the Collection Development Policy

Motion – Burke

Second – Thenell

Burke - Aye  
Levear - Aye

Kelly - Aye  
Nguyen - Excused

Libert - Aye  
Thenell - Aye

The *Library Bill of Rights* and the *Freedom to Read* documents were then reviewed. These had also been reviewed by the City Attorney's office and returned with no additions or corrections.

Motion: Endorse and reaffirm the *Library Bill of Rights* and the *Freedom to Read*.

Motion – Libert

Second – Burke

Burke - Aye  
Levear - Aye

Kelly - Aye  
Nguyen - Excused

Libert - Aye  
Thenell - Aye

The Board requested that the Library's *Freedom to View* document be included as an agenda item in September's agenda.

#### WCCLS Update

Barnes noted that the number of electronic notifications has increased a thousand fold and the Board briefly discussed e-mailed holds.

#### Other Business

Barnes noted that she will be attending next week's City Council meeting regarding the coffee bar and Library technology.

Barnes and Paula Walker, the Library's Public Information Coordinator, met with Gene Clair July 30 regarding the Foundation. It was agreed that the Foundation would take the summer off and then meet in September to see who might be interested in serving on the Foundation Board. If any Board members know of someone who might be interested in fundraising, Barnes asked that their names be presented at the next meeting.

Adjournment: There being no further business to come before the Board, the meeting adjourned at 8:56 p.m.

The next Library Board meeting is scheduled for Thursday, September 13, 2007 at 7:00 p.m. in the Conference Room at the Tigard Public Library, 13500 SW Hall Blvd.