

TIGARD PUBLIC LIBRARY  
BOARD MINUTES  
Thursday, November 8, 2007

Call to Order: 7:10 p.m.

Roll Call

Present at the meeting: Brian Kelly, Chair; Board members David Burke, Karen Levear, Cecelia Nguyen, Richard Heath, new Board Alternate Jennifer Vasicek; Library Director Margaret Barnes and Alison Grimes, Executive Assistant. Scott Libert and Jan Thenell were excused.

Minutes

The October 18, 2007 Board meeting minutes were reviewed and, there being no additions or corrections, the minutes were approved as read.

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

Agenda Additions and Deletions

None

Introduction of New Board Alternate

Jennifer Vasicek was introduced as the Library Board's Alternate. Board members and staff each briefly introduced themselves and explained how they ended up on the Board or working for the Library. Vasicek's term is effective July 1, 2007 through June 30, 2009.

Monthly Reports for October, 2007

The monthly statistics for October, 2007 were reviewed. Circulation counts continue to rise – October's statistic of 90,712 is the second highest number ever. "Chuck", the patron self-check-out machine still draws attention – it checked out 17,171 books versus 14,705 in September. Barnes felt the high statistics were due to the variety of books, the restored evening hours and the patrons themselves. The new coffee vendor is also a draw. Children and adult programs also remain popular.

Library Policies

Barnes distributed updated Board Member Manuals and briefly reviewed their contents. A section in the back of the manual has been reserved for meeting agendas and minutes. Mailed agenda packets will now be three-hole punched for insertion in the

manual, if desired. Kelly and others also requested that the monthly agendas and minutes be emailed in PDF format.

It was noted that several policies approved by the Board in August had not been updated with the correct approval date. Those policy dates will be updated by library staff. Kelly will review the remaining policies to see which ones have not been re-approved in several years and the Board will review them. Policies concerning patron access and patron privacy will be addressed first.

### WCCLS Update

*Comprise* is the company that supplies the SAM software for the library. This software provides time management, print management and a filtering system for internet use. This system was upgraded three weeks ago and was only supposed to address time and print management, but the upgrade apparently affected the filtering default. *Comprise* is in the process of correcting the error.

### Other Business

Tabled in October's meeting, Board members revisited the CCI (Community for Citizen Involvement) meeting topic. As it is difficult to remain current on topics discussed at the meeting if a Board member attends every other month, it was decided that a representative would attend meetings on a quarterly basis. Levear told the Board she would attend through the end of the year. When Libert attends next month's meeting, further quarterly meeting attendance will be set.

Several Board members mentioned that they would be interested in spending more time at the library learning library operations. Although one was not held this year, Barnes welcomed the Board to attend the next Staff In-Service Day and invited one or two at a time to attend the Quarterly All-Staff meetings. The Board also requested that the topic of "Library Trends" be added as a bullet point under "Other Business" where various library-related topics of interest might be discussed.

Adjournment: There being no further business to come before the Board, the meeting adjourned at 8:38 p.m.

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