

TIGARD PUBLIC LIBRARY  
BOARD MINUTES  
Thursday, November 6, 2008

Call to Order: 7:03 p.m.

Roll Call

Present at the meeting: Brian Kelly, Chair; Board members Karen Levear, Richard Heath, David Burke, Jan Thenell and Alternate Linda Monahan; Library Director Margaret Barnes and Jaime Hutchison. Cecilia Nguyen and Jennifer Vasicek were excused.

Minutes

The October 9, 2008 Board meeting minutes were reviewed and, there being no additions or corrections, the minutes were approved as read.

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

Agenda Additions and Deletions

None.

Call to the Public

Barnes introduced Jean Peick, Cataloging Librarian, to the Board. Jean has worked in libraries since 2000, when she started at Wilsonville Public Library in the Circulation department. She graduated with an MLS from Estes Park in 2004. She has been with the Tigard Public Library for 2 years. Jean's main areas of the collection to catalog are: music CDs, rush non-fiction, Reference materials and serials (travel guides and other materials published annually).

Several Senior Seminar students from Tigard High School attended a portion of the Board meeting. Kelly gave background information on the Library Board to the students and answered questions. The students introduced themselves and said what they had learned or hoped to learn from attending the meeting.

## Monthly Report for October 2008

Barnes thanked the Board for agreeing to move the meeting up a week. She noted that the monthly stats are indicative of the trending we continue to see. Tigard continues to be a net lender. We hit the 1 million Circulation mark on October 26, two months earlier than last year (December 27). We had many well-attended programs in October including the Halloween Creature Feature and the Presidential debates. Barnes talked about the Skype phones and software the Library currently has. The Library is working with the Information Technology department to test the Skype phones prior to making the service available to patrons. The phones will be available for use with the computers in the Technology Room.

## Review of Library Policies

The Board reviewed and re-approved the following Tigard Public Library policies and guidelines:

- ✚ Gift Policy\* (\*With changes as noted – “...*The library will not accept the following types of materials: those that are torn, moldy or damp.*”)
- ✚ Interlibrary Loan Policy
- ✚ Posting and Distribution of Materials Policy

Motion – Thenell

Second – Burke

Burke – Aye

Nguyen –Excused

Heath – Aye

Thenell – Aye

Kelly – Aye

Vasicek - Excused

Levear – Aye

The Reference Policy will be re-worked to make the language more current. The Board had suggestions for the Community Room Policy and may discuss the suggestions with City Council at a later date.

## Summer Reading Re-Cap

Barnes showed the Summer Reading slide show to the Board.

## WCCLS Update

Barnes noted that WCCLS will begin doing research about mapping all of Washington County into various library service areas. There may be more information to report on the GIS mapping project next month.

## Library Update

None.

## Other Business

- Library Trends – none

Barnes suggested there be a spot for Friends of the Library and the Foundation Board on the Agenda. Kelly spoke with George Burgess of the Friends and he will be attending next month's meeting.

Adjournment: There being no further business, the meeting adjourned at 8:35 p.m.

The next Library Board meeting is scheduled for Thursday, December 11, 2008 at 7:00 p.m. in the Conference Room at the Tigard Public Library, 13500 SW Hall Blvd.