

TIGARD PUBLIC LIBRARY
BOARD MINUTES
Thursday, December 8, 2011

Call to Order: 7:00 p.m.

Roll Call

Present at the meeting: Board members David Burke, Laura Cadiz, Scott Hancock, Linda Monahan and Dan Snyder; Alternate Stephanie Carter; Library Director Margaret Barnes and Executive Assistant Alison Grimes. Cecilia Nguyen and John Storhm were excused.

Minutes

The November 10, 2011 Board meeting minutes were reviewed and, there being no additions or corrections, were approved as read.

Motion – Hancock	Second – Cadiz
Burke – Aye	Cadiz – Aye
Hancock – Aye	Monahan - Aye
Nguyen - Excused	Snyder – Aye
Storhm – Excused	

Agenda Additions and Deletions

None.

Call to the Public

Christine Myers, Technical Services Aide, was tonight's staff guest. Myers started at the Library as an On-call Aide in Circulation, but was hired for the Technical Services position in July. She gave an in-depth presentation showing the various steps she goes through when processing incoming materials.

Library Operations

Kick-off for the annual Mitten Tree, where patrons drop off mittens, scarves and hats that are donated to a local shelter for families needing warm winter items, was held December 3. Over 350 attended the Mega Craft event, which is held annually the Saturday after Thanksgiving. A large crowd is expected at the upcoming holiday performance by violinist Aaron Meyer on Friday, December 9. November's monthly statistics were handed out by Barnes who noted that 800 attended Story Times during November. The Cooperative awarded 3M the RFID project. Teresa Ferguson, our Technical Services Manager, is on the committee interviewing and hiring the supervisor and team who will complete the RFID barcoding. Tigard Library is scheduled for the barcoding in April. Barnes handed out an article from *The Oregonian* about the new community library in Aloha. She also informed the Board that, for a yearly fee of

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\$2,000, the City will continue to lease a portion of Tigard Christian Church's parking lot for Library staff's use.

Library Policies Review

Several policies were next on the agenda for the Board's review.

Exhibit and Display Policy: Under Section II, A "display coordinator" will be adjusted to read "staff display coordinator". With this change, Burke made a motion to accept as revised.

Motion – Burke	Second – Monahan
Burke – Aye	Cadiz – Aye
Hancock – Aye	Monahan - Aye
Nguyen - Excused	Snyder – Aye
Storhm – Excused	

Library Use Policy: Accepted as presented.

Motion – Burke	Second – Hancock
Burke – Aye	Cadiz – Aye
Hancock – Aye	Monahan - Aye
Nguyen - Excused	Snyder – Aye
Storhm – Excused	

Interlibrary Loan Policy: Accepted as presented.

Motion – Cadiz	Second – Burke
Burke – Aye	Cadiz – Aye
Hancock – Aye	Monahan - Aye
Nguyen - Excused	Snyder – Aye
Storhm – Excused	

Posting and Distribution of Materials Policy: In the first bullet "staff contact person" will be changed to "Library". Motion to accept with revision.

Motion – Burke	Second – Hancock
Burke – Aye	Cadiz – Aye
Hancock – Aye	Monahan - Aye
Nguyen - Excused	Snyder – Aye
Storhm – Excused	

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Social Media Policy: After discussion, it was suggested that the verbiage be dropped beginning at the third paragraph under "Background" through the rest of the policy and the remainder be revised to flow/read better. This policy will be forwarded to the City attorney for final review and approval.

Copies of the revised and updated policies will be distributed to the Board for their manuals.

For January 2013 meeting – Confidentiality of Library Records Policy and Petitions/Signature Gathering will be reviewed.

Library Budget

Barnes briefly updated the Board on the upcoming budget process, noting that she does not foresee regaining Thursday morning hours.

She briefly touched on the annual Library Survey. She will have more information for the Board in January.

Other Business

- George Burgess memorial – City Council would probably be agreeable to adopting a resolution honoring Burgess. Barnes asked that several Board members attend the council meeting when they adopt it. It was also suggested that the Community Room be renamed in Burgess' honor. Barnes noted that there is a form to fill out and a process to follow in regard to memorials. Grimes will research the process and forward the information to the Board via e-mail.
- Annual meeting with City Council – Board members discussed various possible topics to present to City Council during the Library's annual meeting. It was decided to focus on City's Council's individual interests – for example, Councilor Henderson is interested in genealogy; Councilor Buehner's interest is programs for non-English speakers. Barnes and Burke will attend one of Council's upcoming study sessions to determine where their interests lie.

Adjournment: There being no further business, the meeting adjourned at 8:34 p.m.

The next Library Board meeting is scheduled for Thursday, January 12, 2012 at 7:00 p.m. in the Conference Room at the Tigard Public Library, 13500 SW Hall Blvd.