

## **Lyons Library Board Meeting**

### **April 8, 2013 Minutes**

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Chair Amy Shield opened the meeting at 7:20pm. Members present were Judy Wells and Cindy McMahan. Members Love Cross and Lillian Halseth-Taylor were excused. Gary Alkire, the Library Commissioner and City Councilor, was also in attendance.

Chair Shield asked everyone to stand for the Pledge of Allegiance.

**Changes or additions to the Agenda.** It should read “Changes **OR** additions to the Agenda”.

**Approval of the Feb. 11, 2013 Minutes:** Member McMahan motioned to approve the minutes as presented, seconded by Amy. Motion approved.

#### **Library Updates:**

**Reports:** Reports for March were available to review, except the balance sheet. Librarian Harris stated circulation is up and cataloging is down due to other priorities needing to be done.

**PYM:** New AV bags have been ordered due to the increase in the circulation of Audio books.

**SRP:** Harris stated she has been picking up things for prizes for the summer reading program. She noted Penny's Puppets will do a program the same day as the party, courtesy of the Oregon College Scholarship Fund. This is offered only to small libraries in the state. Herb Bastuscheck, local patron and retired teacher, will do a fossil program the week after the party. Donation request letters are going out and the crafts and publicity are coming together.

#### **Old Business:**

**Background Checks:** City Manager Mitchell put together an application form for volunteers, complete with a background check form. The insurance company stated this is for volunteers who will be working with children. Those personally known and/or have been volunteering will not need to do the process. Commissioner Gary stated “adult supervision with children, that's the key.” The Board agreed they found nothing they felt needed amending, but suggested the first 4 pages be back-to-back, to save paper. Brenda stated volunteers have a time sheet where they record the amount of time they spend in the library.

**CALM Services:** Librarian Harris gave an update on this service, which is the satellite library at City Hall. The inspection was performed on Tuesday, April 2, 2013, on both the library and city hall facilities. They will contact city hall with a report. Harris noted the Thursday before, they contacted Mary wanting updated policies, and she needed to create new ones pertaining to the satellite library. Needless to say, there was

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a lot of emailing and phone calls during that time. Gary had concerns about the landing for the “remodel” of the restrooms. He gave a description of what they planned, and the Board was glad to see staff won't lose any circulation/prep area.

**Pepper Spray:** The pepper spray workshop was held with Molly, Brenda & Rose Mary attending from the library. She noted the different forms of “spray” and their effects, and the Linn County Sheriff gentleman was very knowledgeable on legal issues and when to cross that “line”.

**Assistant Library Position:** The City Council approved Molly moving into the assistant library position, with a limit of 40 hours, she will be on probation for 6 months, and she won't receive an increase until she is fluent in the position. This is mainly due to the financial situation with the city. The Library Aide position will not be filled. Harris noted Gary has been very helpful in educating the City Council about the library. First time patrons state the *city has a very nice library*. Harris is keeping track of what goes on in the library with a flow sheet, which she will compile and give a monthly report to the Council.

### **NEW BUSINESS:**

**2013-2014 Library Budget:** Harris stated it will basically be the same as the current budget. No employees will receive raises again this year.

**Library Policies:** Gary stated all policies should go through the City Council. Harris will email them to the Board so they can review them.

**Other:** Harris noted the Friends of the Lyons Library have purchased numerous dad's and audio books for the library, purchased from donations made to the Friends in memory of Ron Harris.

The next meeting is May 13, 2013, unless notified that the meeting isn't necessary. With no further business, Chair Shield closed the meeting at 7:45.

B. Harris

Librarian