

## **Lyons Library Board Meeting**

### **November 14, 2011 Minutes**

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Chair Amy Shield opened the meeting at 7:00pm. Members present were Lillian Halseth-Taylor, Judy Wells and Cindy McMahan. Member Love Cross was excused.

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

“Job Descriptions” was added to the Agenda.

**Approval of the September 12, 2011 Minutes:** The following corrections were made: “Page 1 of 3” on the first page; and on page 3, the last sentence should read “Chair Pro-Tem Cross...”. Member McMahan motioned to approve the minutes as corrected, Member Halseth-Taylor seconded. Motion approved.

**Library Updates: Reports:** Reports for September & October were available to review.

**PYM:** Librarian Harris reported the latest Net-Lender report showed Lyons as a major lender with a reimbursement of \$1036.50. CALEA was also discussed. CALEA stands for *Commission on Accreditation for Law Enforcement Act*. This pertains to Internet users and requires identification of persons using public access computers. The library has been recording Internet users by either library card or photo I.D. for guests, but other libraries use PC Reservation and use blank guest passes for logging on.

CCRLS is looking into “Auxiliary Partners” for patrons that live outside city libraries. This would be a public, secure location that would provide check-out of materials on hold, as a drop site only. They need to commit staff to pick up and return “courier” materials at least 3 times a week and be open at least 12 hours week. Staff would need to be trained by CCRLS and will not be paid, this is a volunteer program.

Harris noted Food for Fines will be November 15-26, where patrons can waive \$1.00 per food item brought in, with a maximum of \$10.00 per patron on FINES only. This is held each year and the food goes to the Lyons Fire Department Toy and Food Program, which is distributed within the community.

**Summer Reading Program:** The performers funded by the CCRLS Ready-to-Read grant have been scheduled, and with the remaining monies, each library has \$112.34 to order promotional/incentive items from the CSLP catalog. There are 41 states that are participating in the program, so it is important to get orders in early. The manual has arrived and the 2012 theme is *Dream Big! or Own the Night* (geared towards teens) and some ideas are astronomy and Nighttime animals.

#### **Old Business:**

**Job Descriptions:** Harris reported job descriptions were completed. She noted it was the first time she has had to do it and she struggled with it more than she should have, but City Manager Mitchell felt it was very well written. Copies were in each Member’s packets.

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**Landscaping:** Harris has spoken to Linda McGeath about her concerns pertaining to the black plastic under the bark dust and the trees on the north side of the library. She has not heard from Councilman

Conner as to whether he has mentioned the Board's concerns to the City. Harris did note she felt the landscaping is not a priority at this time due to the ADA concerns. She had asked for improved lighting in the Children's area and Maintenance Man Burns informed her it would require an electrician, thus an additional expense. He replaced the current bulbs and Harris stated it was a great improvement and a replacement fixture wouldn't be needed. The front porch light burns out a lot and Burns has looked into what the cause might be and will continue to try to find a solution. Chair Shield stated she would like Harris to contact both Conner and Mitchell to see if the Board can move forward with the Landscaping plan, then perhaps put it on the Council agenda. Halseth-Taylor asked if anyone has contacted Bev Reding, who was instrumental in the planting of the trees, with the concerns. She is very knowledgeable and should have documentation that would address this. Harris stated she would do so.

**Color Copy Fee:** Harris noted patrons are interested in making color copies, and one in particular wanted something enlarged 400%. Even if the machine could enlarge that much, it is not equipped to hold paper of that size. She suggested the patron go to *Postal Connections* in Stayton to have them enlarged, and the patron responded "they charge too much". The patron was somewhat rude with library staff when they were unsure as to how to make the enlargements. Harris has used the new copy machine more and is more experienced with its uses, and noted it takes considerable staff time to do this. Harris researched what others charge for color copies, and what it costs the library per color copy, and stated \$1.00 per page was a good deal. Member Halseth-Taylor noted it is just a service we're not in the copy business. Fees must be submitted to the City Council for approval as a resolution. There was discussion as to whether black & white copies should be increased from 10 cents per page to 20 cents per page as stated on the list from City Hall. Member Wells motioned the cost for black & white copies be 20 cents per page, and color copies be \$1.00 per page on the new copy machine, Member Halseth-Taylor seconded. Motion approved. Internet copies will remain at 10 cents per page.

### **New Business:**

**Computer Replacement Plan:** Librarian Harris explained the various computer classes out there are for Windows 7, and all the computers at the library are Windows XP. She has requested various computer manuals, CD Roms and DVD's to review and purchase for training within the library. More patrons are using the Internet computers for job searches, resumes and unemployment. The library computers aren't always compatible with the businesses programs patrons must use. The program Member Cross emailed the link to, did not work on all programs. She stated since we have started this process, there have been 2 surveys directed at Internet service in public libraries, one involving OLA and one that included the Bill & Melinda Gates Foundation. They addressed computers, service providers, Internet

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speed, etc. The library's connection is a T-1 line, which is very slow, and from what she can gather grants may become available to help fund upgrading in these areas. Harris will continue to explore options and will keep the Board updated.

**Other:** Harris asked if the Board members wanted a copy of the *Priorities and Goals* she was working on with City Manager Mitchell. She stated she could email it if the Board wanted. Chair Shield asked if extra time was given for Harris to complete these things. Harris stated extra time would be given but Harris currently did not have time to work any extra time. The Board asked to have the list emailed after the first of the year.

Member Wells asked about updating the Plinkit website for the library. Harris noted it was on her list and that the host server has just gone through some changes, so they should be able to address it soon. Wells had several policies she needed to add and there was information that was outdated. Harris gave a review of what Plinkit is. It is a "template-style" website that libraries throughout the State of Oregon use to create a website for their library. It is managed by the State Library, who provides training on request. Chair Shield asked if it was time for a refresher course after the first of the year. There are only 2 Board Members left on the Board that have had training.

Harris also noted the after school story time is provided by 3 volunteers: Connie Franklin, Cathy Griswold & Glennis Masterson. She noted the Friends of Lyons Library are having a book sale on November 19, 2011. The sale has had good publicity. It was suggested to have a Preview early and charge a fee.

Harris noted the Library2Go service (eBooks) has expanded to include Kindle. There is a current issue from several of the big publishers that are not supporting consortiums, so some bestsellers will not be available.

There is also a new bell inside the front door to ring for assistance that meets any handicap needs.

After discussion, it was the consensus to not meet in December if there weren't any pressing issues. Harris will contact Members if there is to be a meeting. With no further business, Chair Shield closed the meeting at 7:50pm.

B. Harris