

Lyons Library Board

February 5, 2011 Minutes

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Chair Amy Shield opened the meeting at 7:03 pm. Board Members in attendance were Judy Wells, Lillian Halseth and Love Cross. Also attending were Cindy McMahan and City Councilor Lon Conner.

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

Approval of the January 10, 2011 Board Minutes: On the second page under *Vacant Board Position*, the second part of the motion should read: “ ... and Cindy would be appointed to the next vacancy,” deleting the rest of that sentence. Member Wells motioned to approve the minutes as corrected, Chair Shield seconded. Motion approved.

Library Updates: Reports: Librarian Harris noted the increase in the Net-Lending reimbursement on the Balance Sheet Report. The net-lending process was explained for new Member Cross. Libraries in CCRLS loan and borrow books between themselves. Every quarter, if a library loans more than they borrow, they are reimbursed via a formula. It’s hard to budget since no one can predict how many patrons will borrow from other libraries or how many each library will loan. This fiscal year the library has had an increase each quarter. The money goes into the city general fund, which transfers monies for the library. It was noted the increase in lending materials has created additional load for library staff, especially on Tuesdays (due to being closed Sunday and Monday). Staff has been going in early on Tuesdays to allow time to pull all the hold requests, and would like to request staff be given additional time for the next budget proposal. Also, Tuesdays are the busiest days due to extra courier coming in and patrons picking up their holds. Member Cross asked if Lyons Library has restrictions on new materials, or other items. Harris explained if an item is new it stays in the cataloging mode which will not allow holds, but everything else can be requested from other libraries/patrons.

Story Times: Harris gave an update on the story times. Volunteers do a 30-40 minute of story time at 10:00am for preschool age and at 3:30 for after school age on Thursdays. A schedule has been set up and Librarian Harris fills in for the 10:00 story time if needed. There have only been a few where no one has come and the average attendance is 6. Councilor Conner asked if it was on the City reader-board. Harris noted it had been but she wasn’t sure if it still was, it is listed in a few weekly papers, posted in town and at Mari-Linn School.

PYM Update: On February 16, 2011 there will be training at CCRLS on using Google docs and Word Press. All communication for CCRLS libraries will be through either of these means. Minutes from all meetings and training will be posted here instead of in paper format. Also, a seminar for the Meyer Memorial Trust will be held in Stayton on March 4, 2011 and Harris plans to attend after the PYM meeting.

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Old Business: Landscaping: City Councilor Conner gave a review of his meeting with Bev Reding. They plan to add 4 trees in the back (west side) of the library and 2 bare-root trees on the north side (parking). There is a property line issue with the neighbors to the south. It's been a challenge to get them to agree to plant arborvitae as a sound barrier/separation. Their drain field has a granted easement on a portion of the library property. They haven't agreed to sign a "hold harmless" agreement, which protects all parties. It is hoped it will be signed within the next week. The alternative would be to place the arborvitae in an "arc" to skim the drain field, and also to place them along the west side as well. One of the concerns is: over time, if there is a change in property owners, will they assume the barrier is the actual property line? The goal is to plant them soon so they can become established. For other plants, Linda McGeath will have low maintenance plants and bulbs that will complement the grounds. Librarian Harris will work with her.

City Survey Results: Copies of the library portion of the City survey was reviewed. It was noted the survey that went out wasn't in as much detail as the final results. The comment portion showed a variety of responses, from how much non-library users actually know about the library to library users wanting to protect the library. Councilor Conner noted he felt the library gets a really good report card. He also remarked on the percentage that rarely used the library. He stated various comments showed where some wanted the survey more often, to those who don't use the library, but he questions do they use the Internet/ card catalog? Librarian Harris noted she thought the survey would use an age bracket question for better demographics, which was suggested by the Library Board as one of the questions. The last City Council meeting had a power point presentation on the survey and is available on the City of Lyons website. Conner also wanted to thank Chair Shield for being at the City Council meeting.

Chair Lift Update: Councilor Conner gave a brief history on how the chair lift proposal came to be. He started with the various options on an ADA wheelchair ramp and the potential problems, to the chair lift approval. He stated the down payment has been made and the item has been shipped but has not arrived at the company that will do the installation. It will have its own dedicated circuit, which also needs to be installed. The electrician came by and looked at what needs to be done. Lon will keep checking on the status and let library staff know.

Librarian Harris reported the basement door was found open on Monday. Library Staff do not use that door and the metal gate separating the upstairs from the downstairs stays closed, so how did this become open? It doesn't have a knob on the outside and it deadbolts from the inside, and there is a small gap between the door and the frame. It was the consensus of the group that the gate should be locked to prevent anyone from getting downstairs that should not be there, and Lon will check with the

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maintenance guys for the best solution. Harris also mentioned on the 2 upstairs doors, the deadbolts have become difficult to lock.

Vacant Board Position: Love Cross was approved by the City Council to fill the vacant position that will end June 30, 2015. Librarian Harris asked if it should be stated the City Council also approved the appointment of Cindy McMahan for the next available position. Clarification is needed. Chair Shield wanted to discuss the email letter from Board Member Boyd to Librarian Harris, City Manager Mitchell and Mayor Morgan. Chair Shield stated the notations on the letter were her notations and not Librarian Harris'. Chair Shield said when Librarian Harris called Member Boyd prior to the meeting, Harris asked if she was interested in renewing her term and she said no. Conner asked when her term was up, and Shield stated the end of June. Harris noted that was why she added the term information to the minutes and recommendation, but that was not part of the motion. Member Cross stated she recalled it being mentioned at the last meeting that there was the possibility of someone not renewing their term but no names were mentioned. The Board wondered if this was an official resignation or something done in a moment of anger. A written resignation is the proper protocol. Conner asked if City Manager Mitchell actually spoke to Member Boyd. Harris stated the email reflected that she did. Harris asked if we needed to contact her to make it official, is there a vacancy or not. Clarification was needed. Chair Shield noted she had asked at the December meeting if anyone had a conflict of interest for the January meeting and there wasn't any mentioned. Librarian Harris stated she sends out the agenda and minutes usually the Thursday before the meetings and has been calling Member Boyd just prior to the meetings to see if she was attending. Shield again mentioned that Boyd was called after the meeting and Boyd stated she was not going to renew her term. The review of the tape clarifies that the motion stated the "next vacancy." Conner stated there was indeed collaboration on the motion and he suggested Harris contact Mitchell prior to contacting Boyd. Harris stated she was instructed to respond to the email in writing and felt sadden the communication wasn't handled better. Shield noted it was not the Board's intention to "shove her off the Board." Conner noted he felt there were some indicators with the missed meetings and the need to call prior to each meeting. Harris will check with Mitchell to confirm if there was indeed a vacancy.

New Business: Change of Meeting Day: Member Cross explained how this came up. At the last meeting she discovered that Board meetings were on a Monday, and since the Librarian had Mondays off, why should she have to come in for the Board meetings. Members decided to table any decision until this meeting. After discussion, it was the consensus to keep the meetings on the second Monday of each month.

Family Delinquent Policy: Members reviewed a copy of a "Family Delinquent Policy" that Willamina Library has pertaining to multiple family members. Under CCRLS policy, Patrons owing more than \$5.00 are not allowed to check out until the charges are brought down and/or items are returned. At times,

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there are several family members owing more than the \$5.00 and/or still have unreturned items that will block their ability to check out materials. Instead of dealing with the problem, they will all use one family member's card that has not been flagged. Librarian Harris had an example. Patron *a* owes \$40.95, patron *b* owes \$76.00, patron *c* owes \$26.50, patron *d* owes \$62.95, patron *e* owes \$268.60 with patron *f* owing \$5.00. All family members are placing multiple holds and trying to check out multiple items for everyone on the one card instead of dealing with the charges for each. Librarian Harris ran a report for patrons owing \$35.00 or more (103) registered at Lyons, and narrowed it down to patrons at the same address. There were less than 20, but it does not count those that owe \$5.00 or less. What brought this to the library's attention was the number of holds being sent to one patron at Jefferson Library. Jefferson Library had a message on the patron record stating: "No checkout allowed until charges on all family members are brought down to at least \$35.00 12-30-10". Having a policy in place will help in the event the Board/Staff feel the need to enforce it. Librarian Harris explained the materials have to be overdue for a specific amount of time before it will go to billing. An overdue message via telephone goes out at 5 days overdue, a courtesy notice via email (if they have one on file) is sent 2 days before the item is due. It goes to collection after 90 days overdue and at \$35.00 or more owing. Overdue charges "max-out" at \$5.00 per item if the material is returned whether the item is out 3 months or 2 years. The statute of limitations is 7 years.

The Board suggested Librarian Harris type up a policy using Willamina Library's policy as a guide with changes to: "*family*" defined as "*persons who live at the same address*" and change from "*Willamina Library Board*" to "*Lyons Library Board*". Harris will email this to Board Members for review prior to the March 14 meeting.

Other: There were additional policies pertaining to "unattended children", "Interlibrary Loan Procedure" and "Personal Communication Devices". "Unattended Children" will be on the next agenda for discussion.

Member Wells had information *on trip check* and transportation when you can not drive from ODOT. She felt this information would be good to have in the library.

With no further business, Chair Shield closed the meeting at 8:30pm.

B. Harris

Lyons Librarian