

## **Lyons Library Board Meeting**

### **February 11, 2013 Minutes**

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Chair Amy Shield opened the meeting at 7:00pm. Members present were Lillian Halseth-Taylor, and Cindy McMahan. Members Love Cross and Judy Wells were excused. Gary Alkire, the new Library Commissioner and City Councilor, was also in attendance.

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

There were no changes or additions to the Agenda.

**Approval of the January 14, 2013 Minutes:** On page 3, 3<sup>rd</sup> paragraph, 1<sup>st</sup> line should read “Member McMahan asked about the service *the library currently provides.*” Member Halseth-Taylor motioned to approve the minutes as corrected, Member McMahan seconded. Motion approved.

#### **Library Updates:**

**Reports:** Reports for January were available to review. Librarian Harris stated the Balance Sheet report had a higher amount than average due to 2 universal fee patrons. This is for non-resident patrons who wish to have full service at all CCRLS libraries, at \$60.00 annually per household. Circulation is up and cataloging is down due to the multiple meetings Harris has had to attend.

She also noted Mayor Burroughs requested staff track what they do throughout the day in the library. Harris put together a “flow chart” which, hopefully, will make it easier. Board Members asked if volunteers needed to fill out one as well. Harris noted only staff was required, but she is having staff note if there was a volunteer that day and how long they stayed. Library Commissioner Alkire stated he has observed how busy the library is at different times, and what citizens bring into the library such as Friends of the Lyons Library, volunteers, etc. The library has been trying to recruit volunteers and has put together a volunteer registration form listing preferred days & times, and their strengths and limitations. There are 2 regular volunteers, usually Tuesdays, Thursdays and some Saturdays. Member Halseth-Taylor asked “how well are we screening these people?” Harris stated it was a very good question. Other larger libraries do background checks on all volunteers, which is an expense their Cities are willing to pay. Harris would like to make sure the volunteers would stay if background checks were performed. She also noted, volunteers aren’t alone with children at any time, and she is aware of known “child molesters” in the area. The different types of background checks were mentioned. A Renters’ check is both credit and criminal background, and an LEADS is nationwide. Current volunteers were personally known prior to starting. Member Halseth-Taylor made a motion to have the City Council look into background checks for volunteers, Member McMahan seconded. Motion approved.

**PYM:** CCRLS, Chemeketa Regional Library Services, is having training Wed. Feb. 20, 2013 on Overdrive’s Lirary2go program. The vendor is making changes to the platform and accessing/downloading the e-books process, which goes “live” March 11, 2013. The March PYM meeting has been canceled, the All

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Day Potluck Children's meeting is March 8, 2013 in Dayton, and the Children's Services Division of OLA (Oregon Library Association) is March 15, 2013 in Salem. This will be on the Ready-to-Read Grant and the Summer Reading Program.

Harris had information on the CCRLS budget and the amount the City will be reimbursed for serving non-residents. The amount is \$15,239.00. This is budgeted as Library Revenue in the budget. Harris explained a little about how that amount is reached.

### **Old Business:**

**CALM Services:** Librarian Harris gave an update on this service which is the satellite library at City Hall. City Manager Mitchell has placed numerous e-mails and phone calls to them and they have not responded. Commissioner Alkire stated Manager Mitchell just sent him an email stating OCR has placed this on a priority status. He also mentioned a newsletter placed at local hubs with information on the library and happenings within our City could promote the Satellite Library. Harris noted she had a "Just Say Know" brochure listing the many services the library performs. It is several years out of date, and needs to be revised.

**Pepper Spray:** Harris stated City Manager Mitchell has scheduled a pepper spray workshop for Fri. Feb. 22, 2013 at 10:30 at City Hall. Staff is to purchase their own pepper spray prior to the workshop.

### **NEW BUSINESS:**

**Short & Long Range Goals:** Library staff and Board members were asked to bring their long and short range goals for the library. Harris had a letter from Member Cross with her recommendations and her reasons for missing the Board meetings. She very much wants to stay on the Board but is unable to attend Monday meetings until May. It was the consensus of the Members that Cross be excused until then. After discussion, the Short Range Goals are: 1. Establish a Volunteer Pool; 2. Restore/Stabilize Library Hours (There are still complaints about the library being closed on Fridays); 3. On-going Computer Replacement Plan; 4. Better Advertising of Library Services; 5. Bring Programs Back to the Library. Long Range Goals are: 1. Paved Parking at the Library; 2. Establish a Good Working Relationship & Communication with all City Staff and Councilors; 3. Bring the Library Building ADA Compliant.

There was discussion on what all was needed to make the building ADA compliant. It was suggested a handicap porta-potty be placed at the library during the summer so summer reading programs could be outside, and they could check-out books after. Another thought was to "rent" St. Patrick's Hall across the street for programs in the summer.

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Member McMahan asked about the landscaping plants that were being kept until they could be planted. Harris stated she will check on this. Chair Shield asked that it go on the next Agenda.

**Library Assistant Voltin's Resignation:** The Library Board read Assistant Rose Mary Voltin's resignation letter with surprise and sadness. They stated she was an excellent worker and asked if she would be interested in coming back at a later date. Harris noted Voltin mentioned volunteering at a later date. Discussion took place on how the open position would be handled. Harris stated she has met with City Manager Mitchell and Library Aide Molly Freeman, to discuss how a schedule could be worked out with just the 2 of them. This would be a proposal for the City Council to discuss, and decide which direction they wanted to go. Library Commissioner Alkire stated it would be discussed at the Councilmen's workshop the following day. The Board hoped the Library Aide hours would be kept and dispersed amongst the two. There was discussion on having an Open House or some type of "going away" recognition party for all the years Voltin has put in at the library.

Board Members were told to plan on attending the March 11, 2013 meeting, unless notified that the meeting isn't necessary. With no further business, Chair Shield closed the meeting at 8:10pm.

B. Harris

Librarian