

Lyons Library Board Meeting

May 9, 2011 Minutes

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Chair Shield opened the meeting at 7:05pm. Members present were Love Cross, Judy Wells, Lillian Halseth-Taylor, and Cindy McMahan. Attending as guests were Mira and Aubrie Cross.

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

Approval of the April 11, 2011 Minutes: Member Wells stated she liked the new format. Member Wells motioned to approve the minutes as presented, Member Halseth-Taylor seconded. Motion approved.

Library Updates: Reports: Librarian Harris stated she came down early to do the reports but the computer was acting up so they are not finished. She only had totals for the new items added. There were 139 new items added for the month. She stated after employee evaluations, the City scheduled classes for her to take. She has completed the "Records Retention" and the "Managing Multiple Priorities". And there are 2- 1 hour audio sessions in May and possibly 1 in June.

Harris also stated the City has scheduled 2 training sessions for this coming Saturday where all staff is required to attend; and she also needs to attend the North Santiam Chamber of Commerce Awards Ceremony from 6:30-8:30 the same day to receive a Youth Benefit Golf Tournament Scholarship. Chair Shield asked if the City planned to have the library closed on Saturday for the training. Harris stated she did not know, she had just received the information and has not had time to speak with City Manager Mitchell. Several Board Members felt it was short notice. Member Cross replied she had talked to Audrey at City Hall and was told others could not make it and the City was thinking of rescheduling it.

PYM: Prior to the PYM meeting on May 6, 2011, the Small Libraries group had training on create lists at Salem Library. CCRLS used to do all the reports, and when they transitioned to the new system they stopped, so each library is required to do their own reports on a weekly or monthly basis. Training was not provided for all reports, so they scheduled this for the smaller group. Also, CCRLS contracts are ready to sign and the final graphics for the Courier truck has been approved.

Old Business: Unattended Children Policy: Harris reported she came in early to check the library's email since she is currently on vacation. There was one from City Manager Mitchell with her comments/suggestions on both the *Unattended Children* and *Library Courtesy* Policies. After Board Members reviewed the *Unattended Children* policy reply from Mitchell, Member Cross motioned to accept the suggested changes from Mitchell, Member Wells seconded. Motion approved. (Approved version attached)

2011-2012 Budget Proposal: Harris reported she did not have a final budget proposal from City Manager Mitchell, but the figures proposed by the Board have been submitted. Harris stated she was asked to send figures for any remaining expenditures that were anticipated so a carryover figure could be plugged into the final budget proposal. City Manager Mitchell is recommending an extra day (5.5 hrs)

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for Librarian Harris where she can work when the library is closed, and an extra day (5.5 hrs) open for Library Aide Freeman.

Employee Reviews: Harris reported the reviews went well and the importance of communication was expressed by all. The City stated due to the current economy raises were not anticipated. There was discussion on library-related work being done on staff's own time and the need for looking at more hours or hours that overlap. An additional day was allotted for Library Aide Freeman to work the library while Harris worked on the office & files. Also, 8 additional hours were allotted this month for Freeman to run the library and Harris to "shadow" her work and offer suggestions. Member Cross asked about the staff starting 15 minutes earlier to get everything up and running and to pull holds. Harris stated the staff was to document the additional time, and that she asked staff to take it from their allotted closed time. It was noted doing so will take away from cataloging time.

Library Hours: The library staff will have 3 proposals for public input. The proposed hours will be: open and close 1 hour earlier one day a week; open and close one hour later one day a week; or keep the hours as they are. This will be held over 3-4 weeks.

New Business: Library Courtesy Policy: Harris commented on how the need for this policy came about. She stated 2 patrons with toddlers were not watching their children closely while on the Internet computers. Staff was concerned for the safety of the children in addition to having to clean up after they left. Harris was asked to draft a policy to address any issues that may come up. After discussion and revisions to the draft, and with recommendations from City Manager Mitchell, Member Halseth-Taylor motioned to accept the corrected version of the *Library Courtesy Policy*, Member McMahan seconded. Motion approved. (Approved version attached) Harris will email when the corrected versions are ready for Board signatures.

Other: Member Cross asked about Wifi at the library. Harris stated it is available 24 hours, with no password, and can be accessed from the parking lot as well as inside the library. Harris also stated there will not be any field trips to the library this year due to new rules at Mari-Linn School. Harris will work with teachers at the school to promote the library and summer reading program.

It was questioned whether there was a need to meet in June. Harris stated she would send an email if a meeting was needed. With no further business, Chair Shield closed the meeting at 8:10pm.

B. Harris