

## Lyons Library Board Meeting

### October 14, 2013 Minutes

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Chair Amy Shield opened the meeting at 7:18pm. Members present were Judy Wells and Cindy McMahan; and Librarian Brenda Harris. Tammy McKim, Candice Hampton, and Jean Burns were also in attendance.

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

**Changes or additions to the Agenda.** There were none.

**Approval of the June 10, 2013 Minutes:** Member McMahan motioned to approve the minutes as presented, seconded by Member Wells. Motion approved.

**Library Updates: Reports:** Reports for July, August, and September were available to review. Librarian Harris stated she has a monthly flow chart she compiles for the council and presents each month. She handed out those dated 7-23-13, 8-22-13, and 9-21-13. Harris gave a brief explanation of what the reports entail.

**PYM:** CCRLS is still researching a new library automation system. They have narrowed it to 3: Polaris, Evergreen and one other (not in my notes from the meeting). A Tech training through CCRLS is October 23, 2013 and is required training for each library. Also, additional email accounts have been set up for Library Directors.

**SRP:** The final results of the Summer Reading Program had 66 kids registered, 48 completed the program (having read 10 hours or more), with a total of 1685 hours read. Attendance totals were down a little, possibly due to a time change of the last program. Herb Bastuscheck was scheduled for a 3:00 fossil program, but had a funeral service to attend, so the time was moved to 1:00. Kids did show up at 3:00, but the program was over. She also noted she has not been able to post pictures and information from the summer due to issues with the Plinkit server/provider.

The selection of performers for next years summer reading program (Fizz, Boom, Read) has already taken place due to the demand throughout the state. Each library may select 5 performers with the CCRLS Ready to Read grant dollars. We will have Alex Zerbie, Oregon Reptile Man, Mad Science, Angel Ocasio and a magician. Harris stated she planned to hire a puppet performer with the City's Ready to Read grant. Harris also stated the Oregon College Savings plan also hires a performer for the smaller libraries in Oregon, but we usually don't know until mid-May.

Librarian Harris received information on *PREY*. (Paranormal Researchers of the Evidence of Yesteryear: Searching for the truth). They research strange and unexplained happenings and are located in Albany. They investigate strange sightings (Big Foot, etc.); present information/explanations; have done a few documentaries; and are free of charge. Sheridan Library highly recommended them. They also discussed having the Meteorite Program again.

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**Old Business: Assistant Librarian Update:** Librarian Harris stated she, City Manager Mary Mitchell and Library Commissioner Gary Alkire did the 6 month review of Library Assistant, Molly Freeman. A copy of the recommendation to the City Council, and request for a wage increase, was handed out. The recommendation was approved by the Council, and they wanted to see her continue to improve. Harris stated she had not worked much with Molly on some cataloging procedures due to the fact they will be changing soon.

**Library Board Vacancies:** Chair Shield stated the Board had asked Member Lillian Halseth-Taylor to hold off her resignation until September. She isn't at this meeting, but had stated previously, and submitted her letter of resignation, that she felt she could not dedicate herself to the position as she should and would step down when a replacement was found. Member Wells motioned to accept Lillian Halseth-Taylor's resignation, seconded by Member McMahan. Motion approved.

Harris apologized for not introducing those who submitted letters of interest, and also Jean Burns, who is interested in volunteering in the library. The 2 interested persons for the vacant positions are Tammy McKim and Candice Hampton.

Chair Shield asked if any of the Board Members had questions. Members were impressed with the letters submitted. Librarian Harris noted they were both library users and supporters. She stated Tammy promoted the summer reading program with other moms, picked up kids, and posted the programs on face-book. Candice (Candi) attended church here, and her family made a donation to children's area. Member Wells motioned to appoint Tammy McKim, to the remaining term, due to expire June 30, 2014; seconded by Member McMahan. Motion approved. Member Wells motioned to appoint Candice Hampton, to the remaining term, due to expire June 30, 2016, seconded by Member McMahan. Motion approved. Since both terms are not expired, they will be eligible to apply for a new term when their current terms expire. Harris noted the next City Council meeting is October 22, 2014 at 6:30, and asked if both could attend. They stated they could.

**Security Cameras:** Harris reported Commissioner Alkire couldn't make the meeting but the two of them have examined possible locations to get the best view outside. Due to the setup of the building, cameras might not cover every area. The cameras can be viewed on a monitor or even a smart phone. She is not sure if the new setup will be compatible with the cameras currently inside the library. Harris explained the cameras inside are not set up to record, but the new ones will. Commissioner Alkire stated previously, the installation is not a priority at this time, and no time frame has been set.

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**Window Grates:** Librarian Harris had pictures of the different types of grates that can be used on windows for security and to detour vandalism for the downstairs windows only. She also stated Commissioner Alkire explained to her that this also is not a priority at this time.

**New Business Food for Fines:** Chair Shield stated the library does Food for Fines every year and felt a limit of \$10.00 was fair. Harris asked if it should be extended to 3 weeks, due to being closed on Fridays. One can/box will waive \$1.00 per person on fines only, up to \$10.00 maximum. It will be November 19<sup>th</sup> – December 7<sup>th</sup>. Persons may donate food for someone other than themselves. Food collected will be donated to Joseph's Storehouse and distributed back to the community. Librarian Harris will email the recommendation to Members to approve, they will need to sign it, and Harris will present it at the next City Council meeting.

After discussion it was agreed not to meet in November, so the next meeting is December 9, 2013, unless notified a meeting is needed. With no further business, Chair Shield closed the meeting at 7:55.

B. Harris

Librarian