

## **Lyons Library Board Meeting**

### **September 12, 2011 Minutes**

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Chair Pro-tem Love Cross opened the meeting at 7:05pm. Members present were Lillian Halseth-Taylor, and Cindy McMahan. City Councilman Lon Conner also attended.

Chair Pro-tem Cross asked everyone to stand for the Pledge of Allegiance.

There were no changes or additions to the Agenda.

**Approval of the June 13, 2011 Minutes:** Member Halseth-Taylor motioned to approve the minutes as written, Member McMahan seconded. Motion approved.

**Library Updates: Reports:** Reports for June, July & August were available to view. Librarian Harris noted she is compiling the statistics for the Oregon State Fiscal Year Report. Changes were made to the report this year and CCRLS provided a training session last month with Ann Reed from the Oregon State Library.

She asked if the Board wanted to add input to the job descriptions she is re-writing that are due in October. Members have copies of the current library employee contracts, and would like the proposed job descriptions emailed when drafted. They will add any feedback and anticipate feedback from City Manager Mitchell as well. Harris also noted she will get some descriptions from other libraries comparable.

Harris noted the computers at City Hall have been down and bills were delayed. The Library Staff were looking in to a basic computer class per City Manager Mitchells request and was having difficulty finding a course that meet all the needs. She had their computer person check on what it would take to update the Internet computers at the library. He suggested Harris contact FreeGeek.org who donates computers to non-profits. The library does qualify, but the computers are Pentium 4's, which the library currently has, and they do not have Windows operating system. They have Ubuntu Linux, which is in place of Windows. This would be even more confusing for patrons and staff. Someone would also have to go to Portland to pick them up. At the PYM meeting, McMinnville mentioned a tech business that offered free computers more up-to-date, a few at a time, and was anyone interested. Harris stated they were and probably other small libraries. She will send out more information. This prompted her to have "Computer Replacement Plan" added to the agenda.

She has completed training and is in the process of writing up reports on each.

PYM: *Ancestry Library*, *Chilton's Auto Repair* and *PowerSpeak*, a language translation program, have been added to the CCRLS computers. These can only be accessed by the public at the library computers and not from home. A training session on Ancestry Library is Sept. 21, 2011 at Chemeketa College. All CCRLS libraries need to register with Tech Soup, a security program plus, that CCRLS will begin using next

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year. Various programs can be purchased through Tech Soup, with Windows 7 being offered at \$6.00 per station, and Office 2010 for \$24.00 per station.

**Summer Reading Program:** Pictures from the various programs were available. The attendance for the Reptile Man was about 120, and the magic show had 111. There were 3 programs presented by Herb Bastuscheck, a local retired teacher, and he had wonderful specimens and information. Each person went home with a fossil. The party had international foods and games. Pictures were sent to area newspapers and she even dropped off a disc with pictures, and only one had pictures with the article. Sign-ups and total attendance was down, but completion percentage was great. She noted others read but didn't bother to keep track. Next year's theme is a night-time theme and planning starts next week.

**Old Business: Landscaping:** Councilor Connor was updated on the discussion and proposal from Linda McGeath at the last Board meeting. Connor stated Linda has mentioned for some time her concerns about the black plastic under the bark mulch. Other concerns were the placement of the trees on the North part of the building being too close and the newly planted trees were not getting enough water. City Maintenance Persons have been watering the trees and they appear to be recovering. Harris noted the Lyons Garden Club donated several large plants at the beginning of the summer and Linda took them home to "summer over". The Board is waiting for direction as to whether they should continue. Linda has volunteered her time to help with maintenance, and the Friends of the Library could also help with the initial planting. Conner will speak to both Linda McGeath and City Manager Mitchell and get back to the Board. Discussion followed on doing the work in phases, involving the community (churches students & patrons, etc. and drip systems. Harris also noted they could incorporate something into the summer reading program next year since the yard area was used for several programs this year. It was suggested logs could be used for seating to make a more natural setting and would be less prone to vandalism. Member Cross noted there would be interest with both teachers & students from Mari-Linn but they are usually stressed for time and they can be very limited. Also, high school students are required to do 10 hours of community service, so a group could be formed to help. It was asked whether the maintenance persons fertilized. Harris was unsure.

**Copy Machine Update & Color Copy Fee:** Harris noted library staff is somewhat familiar on how the new copy machine works. The book is mostly picture format and in numerous languages. Harris has learned a lot by "trial and error". It is not networked for faxing and emailing, but it will let items be saved to a flash drive. Patrons are interested in making color copies so a fee needs to be set for making color copies. After discussion, it was suggested Harris contact other businesses to see what they charge for color copies, and to contact Ultrex, where the machine was purchased, for an approximate cost per copy. Harris will get the information and email Members. Fees must be submitted to the City Council for approval as a resolution. In the meantime the library is not promoting color copies.

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**New Business: Schedule Work Party to Organize Storage Items:** Those at the meeting went into the “storage room” in the basement to see what items needed moving. Harris explained she needed to re-organize the storage shed by the ponds, and will be able to move everything into the larger area of the storage shed once the Lyons Fire department has their things out. Items the library currently is storing there are some of the older files, items to be cataloged (from the move), supplies and holiday decorations. Once everything is organized, items can be moved to the library as needed. After discussion, the best available date is Saturday Oct. 22, but Harris will send an email to see what works best for the group. This can be in place of the regular Board meeting. Harris will have the items labeled and ready to move by mid-October.

**Computer Replacement Plan:** Librarian Harris explained the need to bring the computers up to date. 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. Member Cross stated there is a word-converter link she will email to the library that should help. Harris explained the current computers (donated by Trus-Joist) have Windows XP and not enough memory to run a newer version of Windows. She looked into a program with *FreeGeek*, where they donate computers to non-profits. Unfortunately, they use *Ubuntu Linux* (in place of Windows/Word); are good for typical office tasks; and they can only donate 3 computers at a time. Harris noted at the recent PYM meeting, a library mentioned a potential source for free computers. (Since the meeting his source is no longer available). Harris will continue to explore options and will keep the Board updated. Member Halseth-Taylor asked if computer replacement was budgeted. Harris replied there is a line item under capital outlay for equipment but it is limited. Harris stated all CCRLS libraries are registering for TechSoup, a program where software & programs can be purchased cheap. This will make it easier for CCRLS to monitor and help upgrade each library’s computers.

Councilman Conner asked about the usage for the chairlift. Harris replied it’s been used several times and there have been positive comments about the installation.

Harris also reported the lighting in the children’s area needed improvement and she has spoken to both Maintenance Man JD and City Manager Mitchell.

With no further business, Chair Shield closed the meeting at 8:20pm.

B. Harris