

## **Lyons Library Board Meeting**

**June 13, 2011**

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Chair Amy Shield opened the meeting at 7:00 pm. Library Board Members in attendance were Judy Wells, Lillian Halseth-Taylor, Love Cross and Cindy McMahan. Linda McGeath attended as a guest.

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

**Additions or Changes to the Agenda:** Communication Policy was added.

**Linda McGeath-Landscaping Ideas:** At a previous Library Board meeting, City Councilor Lon Conner suggested working with his neighbor, Linda McGeath who is a Master Gardener, on landscaping ideas for the library property. Linda presented a proposal that incorporates drought tolerant and low maintenance plants. She explained locations. She expressed concerns about the current landscaping: the 2 new trees planted on the North side are too close to the building that could present a problem in time. She also suggested removing the black plastic under the mulch to allow for better air flow and watering for the existing plants on the East side. Member Halseth-Taylor asked if the trees located on the West side were “root-friendly” to the septic system. Librarian Harris stated Councilor Conner was involved with the process. There was concern as to who would do the maintenance once the plants were in. Linda stated she does a certain amount of volunteer work each year and has allocated time to do the seasonal type of work that would be required. A drip or soaker watering system would work best when needed. Once the plants are established, they should require little maintenance. The idea is to wait and do a fall planting where Mother Nature could take over the watering. Donations of plants would also help keep costs down. Librarian Harris noted the Lyons Garden Club asked about making a donation of \$100.00 worth of plants. She will contact Ora Jean since she hasn’t heard from them recently.

There was a brief discussion on Voles, Moles and Gophers. There is currently a Mole working the North-East ground at the Library. Member Cross loved the ideas presented and the offer to volunteer her time. Harris mentioned a work party could be put together when the planting needs to be done. It was suggested a program making stepping stones could be incorporated into the summer reading program next year. This would give the youth some pride in the landscaping, and hopefully reduce or prevent vandalism. Also discussed was doing the landscaping in phases, possibly putting in a fence, and benches or logs for seating during programs. The Members thanked Linda for her ideas and her offer to help on this project. The Board wanted to know if they should move forward or wait until it could be discussed with City Councilor Conner. Harris will get in touch with City Councilor Conner and City Manager Mitchell and get back to the Board for further discussion. An October planting is the goal.

**Approval of the May 9, 2011 Minutes:** Member Wells motioned to approve the minutes as presented, Member Halseth-Taylor seconded. Minutes approved.

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**Library Updates: Reports:** Harris explained, based on her recent meeting with City Manager Mitchell and Mayor Morgan, the Volunteer and Donations report will be done on an annual basis. The Board would like to see it semi-annual: on the calendar year and the fiscal year. The summer reading program schedule is ready, and Members received a canvas book bag with the theme "One World, Many Stories".

**PYM Update:** Harris stated CCRLS will have new cards made featuring graphics used on the new courier van. The graphics design will be available to create bookmarks, banners, etc. tailored to your library. The CCRLS annual picnic is July 17, 2011 from noon-5:00pm at the Willamette Mission State Park. If Members are interested in attending, an RSVP is needed.

Harris stated she meet with City Manager Mitchell and Mayor Morgan. They felt all library employees should be able to do everything required in the library (using a procedures manual if necessary), and to catalog all materials. Harris stated the Library Aide Freeman does not catalog enough to be able to create Bib records. She would also have to complete training through CCRLS for advance cataloging, meaning Bib records. There is potential for serious errors without being familiar with cataloging on a regular basis. City Manager Mitchell mentioned the possibility of adding one extra day of closed time for Librarian Harris and an extra open day for Library Aide Freeman. Also, discussed were the library work schedule and who covers when Harris is out. It has been based on seniority in the past, but due to a recent PERS ruling, Assistant Librarian Voltin cannot work more than 49 hours a month. Set days for employees will need to be established starting in July. Harris noted some flexibility is needed due to specialist not being available every day. Harris has a meeting on Wednesday with City Manager Mitchell to update employee contracts.

**Old Business: Unattended Children's and Library Courtesy Policies:** Harris reported at the last City Council meeting they approved both policies. She was told she did not need to be present at the meeting for any recommendations from the Board if she put in writing why she did or did not support the recommendation.

**2011-2012 Budget Proposal:** The first phase of the proposed 2011-2012 Budget has been approved. The final approval will be in June prior to the City Council Meeting.

**Library Hours:** Harris reported 3 options for hours were presented for patron input. The options were: "If given the opportunity to change the library hours, which would you prefer? 1. Open the library 1 hour earlier and close 1 hour earlier ONE day a week -4; 2. Open the library 1 hour later and close 1 hour later ONE day a week -0; 3. Keep the hours as they are -21." Most comments stated they liked the hours as they are.

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**New Business: Election of Chair and Chair Pro-Tem:** Member Wells motioned to appoint Amy Shield as Chair, and Love Cross as Co-Chair; seconded by Halseth-Taylor. Motion approved.

**Renewal of Member McMahan's Term:** Member Wells motioned to approve the renewal of Member Cindy McMahan's term, a 4 year term ending June 30, 2015; seconded by Member Halseth-Taylor. Motion approved.

**Donation Policy:** Members reviewed the Donation Policy draft Harris put together using several policies from other libraries. The Board felt the proposal was well put together without being too picky. Member Wells motioned to approve the draft, noting the Board is open to any suggestions from City Manager Mitchell as to the wording, seconded by Member Cross. Motion approved. Members signed the draft. There was a brief discussion on what is done with unwanted donations. Some go to the Friends of Lyons Library for their book sale; donations are made to senior centers, the V.A. Hospital, and Gates Post Office, as well as a free box.

**Copy Machine Replacement:** Librarian Harris updated Members on the options from Ultrex. The current machine is 9 years old and has needed repair several times in the last month. She was informed that the maintenance contract purchased by the Library is only good for machines 6 years old or newer. City Manager Mitchell asked that the Board review and make a recommendation before the City Council meeting June 28, 2011. The Board felt Harris should personally test them, select one and communicate her choice via email so the Board could make their recommendation to the Council.

**Communication Policy:** Harris explained City Manager Mitchell would like a policy for communication between the Library and Library Board Members. A memo will be created with the options for Board Members to select their preferred method. There was discussion on what types of communications the Board would like to have forwarded as well. After discussion, Members stated they would like "official documents" such as agendas, drafts, minutes, & recommendations via email. They can print or request something be printed if they want.

**Possible July Meeting:** The Board will wait until Harris has heard back from Councilor Conner on the landscaping proposal as to whether they will have an informal meeting in July. Harris will notify Members via email and post any meeting cancelations if needed.

**Other:** Member McMahan asked if the training for all City staff, Library Board Members, & Planning Commissioners has been rescheduled, and if she had to have her picture taken. Harris stated she has not heard as to whether the training has been rescheduled, and she stated it was an option as to whether Members wanted to have their picture taken.

With no further business, Chair Shield closed the meeting at 8:35pm.

B. Harris