

Lyons Library Board Meeting

April 11, 2011 Minutes

Page 1 of 3

Chair Amy Shield opened the meeting at 7:00pm. Library Board Members present were Judy Wells, Lillian Halseth-Taylor, Love Cross and Cindy McMahan. City Councilor Lon Connor also attended.

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

Additions to the Agenda: *Library Hours* was added.

Approval of the March 14, 2011 Minutes: Member Wells motioned to approve the March 14, 2011 minutes as presented, seconded by Member Halseth-Taylor. Motion approved.

Library Updates: Reports: Harris noted the Balance sheet reflects \$263.00 collected. \$100.00 donation from the Mom's Club in Stayton and 2 Universal Fee patrons were noted. The Volunteer hours had a missing decimal point that should be 1.5 instead of 105. Circulation totals continue to climb and the library stays busy. 2 weeks tally show an average of 40 patrons a day. Librarian Harris reported she will attend a Records Management class on April 13, 2011 at City Hall. She was unable to attend the Notary seminar last week due to illness.

Story-time Update: Harris stated another volunteer has dropped out of the 10:00 am story-time, so aside from herself, there is only Member Cross. There are some days when no one shows or there is just one child. The after school (3:30 pm) story-time has been averaging 6 and doing well. Harris noted she gives up her cataloging time to do the story-time, so after discussion it was the consensus to cancel the 10:00 am story-time.

PYM Update: Harris noted the new teen card was unveiled prematurely due to the teen's parent doing an unauthorized press release. It should have been revealed during the grand opening of the Salem Library Teen Center. She had a copy of the proposed graphics for the CCRLS courier truck. It is very visible and will be a traveling billboard.

Harris asked if all the Board Members received a copy of the letter sent to the City Attorney concerning the Board's concern about the ADA issues with the library building. They stated they did. Harris also asked if the Board Members would like to have their pictures taken to be placed in the City meeting room and on the website. They were instructed to stop in at City Hall or they could submit a photo of themselves.

The latest version of the Library Staff and Library Board Members contact information was distributed.

Harris reported the Lyons Garden Club will be making a donation to the library in honor of their 61st anniversary. Members felt low maintenance plants were needed and possibly a couple hanging baskets

Lyons Library Board Meeting

April 11, 1022 Minutes

Page 2 of 3

in front. Lon noted either this month or next month the nursery that has native plants will be having their big sale. He could not recall the name. He said Linda McGeath would know. She has agreed to help with the project. Harris also noted the handicap parking sign was installed in front and the trees were planted.

Old Business: Vacant Library Board Position: Harris reported at the last City Council meeting, Cindy McMahan was approved to the vacant position. Everyone welcomed her.

Family Delinquent Policy: Harris reported the policy was approved at the City Council meeting as well. They were pleased to see the Board working on policies.

Unattended Children Policy: Harris reported her findings on the adult-to-child ratio. She stated for a public program gathering, the child ratio does not apply. This is more for day care facilities. Harris has not heard from other libraries on this. The Board worked off the policy Newberg Library has in place. They felt Children under 10 years must have a responsible individual 12 years of age or older remain with the child during the visit. This pertains to ORS 163.545. They eliminated the section pertaining to the Facility Use Procedure. The Police Department was changed to Linn County Sheriff Department. Having the policy will discourage parents from using the library as a babysitting service. Harris will type up the draft and email it to Members to review prior to the next Board meeting. Member Cross still had concerns about medical issues. Where is the liability on the libraries part. Usually children have an adult/guardian with them, but if a child does not and has a medical issue and is unable to communicate, what is the procedure. It was suggested to contact the fire department and school to see what they had in place. This will be tabled until the next meeting. The library will have parent contact information and any medical needs on their registration for the summer reading program with the policy attached, and a place for parents to initial they received a copy of the policy.

New Business: Budget Proposal: The Board went over the **Materials and Services** portion of the Library budget. They made the following recommendations for the 2011-2012 budget: Education and Seminars-\$300.00; Dues and Subscriptions-\$400.00; Mileage Reimbursement-\$600.00; Miscellaneous Expenses-\$500.00; Copying Costs-\$650.00; Summer Reading Program Grant Fulfillment-\$1,000.00; Supplies-General-\$1,050.00; Supplies-Binding-\$500.00; Audio/Visual Materials-\$350.00; and Grant Fulfillment Expenses-\$10,000.00. Under **Capital Outlay** the following recommendations were made: Equipment-\$2,500.00; and New Books-\$800.00. Sources for good prices were discussed. Harris noted a "Wish List" for items the library would like has been started. Patrons can purchase the item and donate it to the library. Under **Contingencies**-\$1,500.00. Harris noted the copy machine is getting old and they have had maintenance repair on it several times this year. It wouldn't hurt to start thinking about a replacement in the near future. Harris noted City Manager Mitchell said to let her know when the library needs anything.

Lyons Library Board Meeting

April 11, 2011

Page 3 of 3

Employee Reviews: Harris noted the employee reviews were moved to April 13, 2011 due to Harris' being ill last week. The process is earlier than usual.

Library Hours: Due to recent comments, Chair Shield was asked by the City Manager and Mayor to look into adjusting the library hours to accommodate the patrons and library needs. Possibly having one night a week

when the library opens and closes later would work. For example: Stayton Library has 3 days when they open at noon, two of these days they close at 5:30 and one of these days they close at 8:30. 2 other days they open at 10:00, one day closes at 5:30 and the other at 8:30, and on Saturdays 10:00-4:00. Our library is open Tuesday – Friday 1:00-6:30 and Saturday 10:00-3:30, for 5 ½ hours a day. With the staff schedules and meetings, Thursday was the best day to stay open longer.

The usage has been hard to determine lately, the library has been averaging 40 patrons a day. Tuesdays are the busiest due to the extra holds to pull, more courier, heavy book drop due to being closed 2 days, and patrons calling to renew or see if their holds have come. Staff could use ½ to an hour when the library is closed to pull holds prior to opening on Tuesdays. Thursdays during summer reading stay busy all day and require 2 staff members. Saturday tends to confuse patrons due to opening and closing earlier and have been busier than before. Over all, usage has increased and patrons are getting the most out of each visit. The Board expressed concerns pertaining to breaks if the hours changed. After discussion, the Board asked Librarian Harris to put together a couple of proposals for patrons to comment on since they are the ones using the library. Harris noted they have posted signage for patrons to have items to check out at the desk 15 minutes before closing.

Harris noted Mark Orr had been into the library to survey the restroom situation and was in communication with City Councilor Donohue. Connor stated this was discussed at a meeting last Thursday.

The next Library Board meeting is May 9, 2011. All Board Members stated they had no conflicts; Councilor Connor may have a conflict.

B. Harris

Lyons Librarian