

**Lyons Public Library**  
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Lyons Library Board Meeting

October 10, 2016 Minutes

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Chairperson Amy Shield opened the meeting at 7:01pm. Board Members present were Tammy McKim and Candice Hampton. Kristen Gustufson. As a guest and Librarian Brenda Harris attended as Secretary.

Everyone stood for the Pledge of Allegiance.

Changes or Additions to the Agenda: None

Approval of the June 20, 2016 Minutes: Candice motioned to approve the minutes as presented, seconded by Tammy. Motion approved.

Library Updates: Reports: Brenda updated the Board on the weeding process. She stated the council wants a detailed information on what the staff does daily. She said she could use the old Flow Chart that was done in 2013. (This discussion continues on page 2). Re-arranging of the shelves in the nonfiction area has made books easier to read, and those too tall went into the oversize section.

PYM: Librarian Brenda reported that a few libraries have finished the RFID process. Lyons has not signed on yet, she hopes to schedule it after the new year.

Children's Programs: Performers have been selected, and she has completed the Oregon State Library's Statistical Report and the Summer Reading Survey. Brenda has also spent time reviewing and ordering the books from the Libri grant. At the last City Council meeting, they expressed there be no additional programs until the library gets caught up. They stated we do an excellent job with the *Tools for Schools* and *Summer Reading* programs. Brenda explained about the *Read to the Dogs* program and gave them information on it, including they have their own insurance. Children's story-time will start back up after the first of the year.

Old Business: Cultural Passes: Brenda stated she has not made the contacts yet, but she would ask Sara to do this. The A.C. Gilbert House & Children's Museum; Stayton Pool and the Oregon Garden are the ones selected. The Friends wanted more information on this, to possibly help with funding to have the passes annually.

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Library Board Vacancies: Brenda stated the person who expressed interest from the last meeting had a change in her schedule and has withdrawn her application. It was asked if a spouse can serve on the same Board? Discussion followed and Brenda will ask Micki at City Hall. Brenda provided information on the duties of the Library Board so she could post it on the website and to send to Karen at the Canyon Weekly. The vacancies will be extended to Nov. 11, 2016. Tammi stated she would put it on the library's Facebook page.

Survey: Brenda printed copies of the last survey. Brenda reported the City hired an architect to see about bringing the library up to code, possibly house both the library & city hall together, etc. Brenda stated she had information on this subject before the city purchased the current building, that was done in 2004-2005. After discussion, Candi motioned we hold to collect more information. Seconded by Tammy. Motion approved. Candi would like to see a patron survey. Would City approval be needed? She will put together a draft and email to Board Members and staff, and Brenda will check with the City Recorder.

New Business: Kristen: Kristen reported she attended the last City Council meeting and they suspended the freeze on Library Aide Stella's hours due to Librarian Harris' health issues. Candi mentioned she and Sara worked with the school on the Battle of the Books. Mari-Linn will sponsor the younger kids but not the older kids and they wanted help from the library. The Library Board and Staff would not be covered for liability on the city's insurance if they went to the school. Candi also stated she could not go as a volunteer, the Board Members, and City Council, are perceived as representatives of the City. The Board Member would need to be under the supervision of the Librarian. There was also discussion on what exactly the City wants from the Librarian. How detailed of a report, 5, 15, minute increments? Candi offered to create a spreadsheet that can be updated daily for a snapshot of the average duties daily. There will also be one for volunteers.

Chair Amy closed the meeting at 8:20pm.