

Lyons Public Library
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Lyons Library Board Meeting
January 8, 2018
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Chairperson Amy Shield opened the meeting at 7:00pm. Library Board Members Tammy McKim, Ruth Case, Meg Hebing, and Laurie Toepfer were present. Librarian Brenda Harris was also in attendance.

Everyone stood for the Pledge of Allegiance.

Changes or Additions to the Agenda: “Children’s Fees” to old business & “October 9, 2018 Minutes” was added.

Approval of the October 9, 2018 & November 6, 2018 Minutes: Meg motioned to approve the October 9, 2018 minutes with the correction to “the next meeting should be *November 6, 2018*”. Seconded by Tammy. Motion approved. Tammy motioned to approve the November 6, 2018 minutes as presented, seconded by Laurie. Minutes approved.

Library Reports: Brenda went over the Library report for November. There were 893 checkouts & renewals and 284 holds (NOTE: the Library was closed 3 extra days). 36 new items were added. Total patrons added were 5. There were 4 volunteers for a total of 70.5 hours. Monies collected were \$30.30 on fines/fees, and \$10.50 copies for a total of \$40.80. Food for Fines had 8 patrons waiving \$33.75 and 41 food items collected. The food will go to Joseph’s Storehouse of Hope (Local food bank). December’s report has 728 checkouts and renewals (library was closed 3 extra days) and sent 263 holds. There were 8 new patrons added. 60 new items were cataloged. There were 4 volunteers for a total of 46.25 hours. Monies collected were \$45.60 fines/fees, and \$20.60 for copies for a total of \$66.20. \$1000.00 was received from the Oregon State Library for the 2018 Ready-to-Read grant for summer reading.

PYM: Brenda stated the circulation computer monitor had to be replaced. It was noted there were some issues with Enterprise (Card catalog) where items were not indexing properly. Once the RFID is complete I discovered several areas were not completed but are now corrected. The library is doing another weed going back 6 years since last circulation. Lyons & Willamina hosted the PYM meeting at Salem.

SRP: Brenda stated the CSLP order through the CCRLS Ready-to-Read grant was received. This is mostly promotional materials and some incentives. She will be ordering more shirts, bags, and incentives with the Lyons Ready-to-Read grant. The 4 performers have been scheduled and are paid by CCRLS. The library hired another to be paid from the Lyons Ready-to-Read grant. There will not be an extra performer sponsored by the Oregon State Library and the College Savings Fund as in the years past.

Old Business:

Patron Survey: The survey was reviewed by the Board and some alterations were made. Tammy reported there have been 16 responses to the survey on the Survey Monkey to date, and felt they were good responses. It had not gone out to the newspapers or the public yet. The survey will be for 6 weeks.

Policies: The Courtesy policy still needs to be reviewed.

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Reading Comprehensive Presentation/Workshop: Tammy had handouts on reading strategies. Meg had information on things to do during the summer. March is reading awareness month, and the Literacy Night is around the same time at Mari-Linn. There was discussion on when and where to have a presentation. This site was recommended: readingrockets.org site was recommended.

Lost Books/Children's Fees: After discussion, Meg motioned that patrons have 12 weeks to return a lost item that was paid to be able to get a refund, if the item is found and returned within 12 weeks. After 12 weeks the library would not refund monies paid by the patron for a lost item. Motion seconded by Laurie. Motion approved.

With no further business, Chair Shield closed the meeting at 8:05. The next meeting is February 12, 2018 at 7:00 in the Library.