

*Lyons Public Library
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**Lyons Library Board Meeting
December 10, 2018 Minutes
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Chairperson Amy Shield opened the meeting at 7:00pm. Library Board Members Meg Hebing, Tammy McKim, and Laurie Toepfer were in attendance. Ruth Case was absent. Librarian Brenda Harris was also in attendance.

Everyone stood for the Pledge of Allegiance.

Changes or Additions to the Agenda: None

Approval of the October 8, 2018 Minutes: Tammy motioned to approve the October 8, 2018 minutes as written, Meg seconded. Motion approved.

Library Reports: Brenda went over the Library reports for October and November. **October:** there were 838 checkouts & renewals; 353 holds; 144 new items were added, 12 were bibs; and 6 new patrons were added. There were 4 volunteers for a total of 39.75 hours. Monies collected were \$28.45 on fines/fees; and \$11.25 for copies, for a total of \$39.70. CCRLS 1st Qtr Use-based reimbursement was \$1894.00. A training session on mending and weeding is on November 14, 2018 at CCC. Brenda reported that Assistant Librarian Alyssa Collins turned in her resignation and her last day is November 14, 2018. Library Aide Stella Cruson was promoted to the Assistant Librarian position and Brenda is working with City Recorder Micki Valentine for recruitment. Food for Fines will be the whole month of November, and there was a problem patron in the library on Oct. 2, 2018, but he has since died.

November report: There were 697 checkouts and renewals; 326 holds filled; 35 new items were added; 9 new patrons were added; and there were 4 volunteers for a total of 33.5 hours. Monies collected were \$10.00 on fines/fees; and \$6.80 for copies, for a total of \$16.80. CCRLS 1st Qtr reimbursements for E-Commerce was \$116.34 and Net-Lending was \$1429.50 for a total of \$1549.50 Summer reading promotional materials were ordered through a CCRLS Ready to Read grant. The library received the next set of books for OBOB. (Oregon Battle of the Books). The library is planning an animal sleepover December 21 – 22. On Saturday the kids can pick up their “animal”, have story time and crafts. Brenda gave a brief report on the *Sign Language Basics for Early Literacy and Fun!*

City Council: Brenda updated the Board on the discussion at the last City Council meeting pertaining to moving the library back to the old building where City Hall is now. The recommendations from the architects was reviewed. The Board still feel the space would not be large enough. The council approved the new hours and the additional cameras. Brenda noted the cameras have been installed (they are wonderful), and will help in keeping both the patrons and the staff safer.

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PYM: Brenda updated the Board on the meeting. All libraries that allow Internet use must show I.D. to use the computers and it is up to the individual libraries how long they keep the information. The updated draft of the policies and procedures were discussed. Brenda gave a handout that shows the circulation for non-residents and the monies that will be reimbursed in 2019-2020 fiscal year, which is \$10, 997.00.

SRP/Children's: The next Children's meeting is December 14, 2018 in Salem.

Old Business:

Patron Survey: The new library hours started November 1, 2018 and there has been positive feedback on the library opening earlier.

Food for Fines: Food for Fines had 11 patrons waive \$78.80 with 84 cans/boxes brought in. The food is distributed back to the community at Joseph Storehouse of Hope, the local foodbank.

New Business:

Library Aide: Brenda gave an update on the hiring process. There were 8 applicants that were narrowed down to 3 for interviewing, and it was the consensus of the hiring committee (Librarian Brenda, City Recorder Micki and City Counselor Jessica) to hire Nikki Stifel as the Library Aide. She is local, retired and a perfect fit for the Library staff and City. She was unable to make the meeting due to an emergency.

Library Closure: Brenda stated the library will be closed on Christmas Day and the day after.

With no further business, Chair Amy closed the meeting at 7:35. The Board had snacks and enjoyed their time together for the holidays. The next meeting is January 14, 2018, at 7:00 in the Library.