

*Lyons Public Library
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Lyons, OR 97358
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**Lyons Library Board Meeting
February 12, 2018
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Chairperson Amy Shield opened the meeting at 7:01pm. Library Board Members Tammy McKim, Ruth Case, and Meg Hebing were present, Laurie Toepfer was excused. Librarian Brenda Harris was also in attendance.

Everyone stood for the Pledge of Allegiance.

Changes or Additions to the Agenda: None.

Approval of the January 8, 2018: Minutes were not ready, tabled to next meeting.

Library Reports: Brenda went over the Library report for January. There were 836 checkouts & renewals and 379 holds. 52 new items were added with 8 being Bib records. Brenda explained what a Bib record is. It basically is an OCLC record. Monies collected were \$85 on fees, \$6.05 copies for a total of \$91.05. Total patrons added were 6. There were 3 volunteers for a total of 61.5 hours.

Brenda also stated Alyssa is interested in attending some workshops at OLA in April. Brenda also reported a new official population number per Oregon State Library is 1,165 city patrons.

PYM: Brenda noted a large amount of computers in CCRLS have been targeted by Malware and the library staff computer needs the program to be uninstalled. Also the router for the Wifi has been going in and out. A new router has been purchased to replace it but the old router seems to be working now.

SRP: Brenda stated her registration fee for the CSD spring workshop is being paid as part of the CCRLS Ready to Read grant. It is March 17th in Lebanon. She also reported the CSLP order for summer reading materials have arrived early. She still needs to order for the library's Ready to Read grant monies. These will be bags, t-shirts and incentives. Board Members gave their sizes for a t-shirt. All performers have been set and the schedule will be completed soon. Brenda stated the Museum of Natural History did a great program last year and she will see what other programs are available. The SRP theme this year is "Libraries Rock!" Painted rocks will be a craft day and she will try to arrange to have local resident, Herb Bastuscheck, do another rock/fossil program. Brenda also mentioned there will be a special training on dealing with Autistic patrons at their December meeting.

Old Business:

Patron Survey: Brenda explained she had to order yellow and blue paper, in addition to new toner for the copy machine, so the printed copies of the survey have not gone out yet. Tammy reported there have been 16 responses to the survey on Facebook and felt they were good responses. It had not gone out to the newspapers yet.

Policies: There was discussion on the Rules for Borrowers for children's fees. Tammy motioned to keep the children's fees the same as the other fees (.25 per day per book, \$1.00 per A/V items). Meg seconded, motion approved.

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Reading Comprehensive Presentation/Workshop: Meg reported she had asked Holly at Mari-Linn School if she had some activities for different ages (Pre-K; K-2; 3-5) that would be beneficial to parents. Also discussed how parents can help their children at home and having a “forum” on Facebook where parents can let us know what areas of help is needed. It was the consensus to have it closer to the end of school so the parents will have these activities to do at home with their children.

Mail Library Cards: Brenda updated the Board on issues with having the correct address for patrons. All billing notices are mailed, and if it is incorrect, it will be returned and patrons will not know an item has gone to billing. Dallas Library allows 1 check out and mails patrons’ cards to the mailing address. If it is incorrect, it is returned to the library, and you may be out 1 item-instead of 10. This will allow for a “judgement call” and the ability to enforce. Meg motioned to have new library applications allow 1 item at the time of registration and their card will be mailed to the mailing address they provided. If the card is returned, a block will be placed on the record until the correct address is provided. Tammy seconded. Motion approved.

With no further business, Chair Shield closed the meeting 7:33. The next meeting is March 12, 2018 at 7:00 in the Library.