

**Lyons Public Library**  
**279 8<sup>th</sup> ST / 448 Cedar St (m)**  
**Lyons, OR 97358**  
**503-859-2366**

**Lyons Library Board Meeting**

**January 10, 2022**

**Page 1 of 2**

Chair Pro-Tem Tammy McKim opened the meeting at 7:03pm. Lyn Medley attended in person, Members Meg Hebing and McKim were present via Zoom. Librarian Brenda Harris was present; and Amy Shield and Cathy Griswold were excused.

**Everyone stood for the Pledge of Allegiance.**

**Changes or Additions to the Agenda.** Tax Forms were added

**Approval of the November 8, 2021 Minutes:** Meg motioned to approve the minutes as presented, Lyn seconded. Motion approved.

**Library Reports:** Brenda read the report for the month of December. There were 668 checkouts and renewals and 374 holds were sent to other CCRLS Libraries (Chemeketa Cooperative Regional Library Services). Salem still isn't accepting holds from other libraries, but with the courier process ramping up due to new hires, member libraries will be able to soon. 75 items were cataloged, 41 of them required Bib records. We are still replacing old/worn books. 10 new patrons were added, and there were 3 volunteers for a total of 54 hours. 12 patrons used the Internet computers. \$12.80 was collected for copies. Note: The library was closed for 4 days due to holidays and weather and affects totals.

**PYM (Polk, Yamhill and Marion):** Revamping the courier process has been approved and is waiting for the Advisory Council's approval. The courier will deliver 4 days a week. All meetings have resumed via Zoom. Salem Library has a new City Deputy Librarian, Kim Carrol.

**Library Summer Reading Program (SRP):** Brenda reported CCRLS children's librarians have selected performers for SRP with the 2022 theme "Reading Off the Beaten Path". Brenda noted she planned on using hiking, camping and survival ideas. The Ready to Read funds are going out to each library. Lyons will receive \$1000.00.

**Website:** The Library has been working with City Manager, Micki, and the website developer, Skye, to design a new website for the library, accessible with the City of Lyons website, and with new email accounts. Once it goes live, Brenda will update the information.

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Page 2 of 2

### Old Business:

**Library Survey: This is tabled until the next Board meeting.** (This was tabled until the next meeting to allow for the Board members to review the documentation from the previous survey. It was suggested the Board select 10 questions to use for the survey and bring them to the next meeting after the New Year. Brenda included copies of a Strategic Planning guide to review in January. Meg mentioned she saw Salem Library's Strategic plan on their website and it included questions as well.)

**Cooling Center: This is tabled to the next Board meeting.** (Amy wanted to discuss using the library as a cooling center. Brenda had copies of comments from other CCRLS libraries on this topic, and is included in the packets.)

**Fine Free Checkin:** This was tabled until the next Board meeting. (Brenda noted the discussion among member libraries on rescinding the fine free check-in. This was approved when the pandemic closed libraries. Currently, everything that is checked out is checked in as fine free, so there are no charges for materials returned, this made sense with quarantining anywhere from 72 – 24 hours before processing items. This is tabled for further discussion.) Brenda will compile past fines & fees resources so the Board will be better informed.

### New Business:

**Tax Forms:** Brenda asked if the Board had any changes to providing free tax forms. Currently, the library allows the first 10 pages free and 20 cents per page thereafter. It was the consensus to keep it the same.

After discussion, it was decided not to meet on February 14, 2022, so the next meeting is March 14, 2022, unless needed. With no further business, Chair Pro-Tem Tammy closed the meeting at 7:30pm.