

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

**Lyons Library Board Meeting**

**June 13, 2022**

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Open Meeting: Chair Amy Shield opened the meeting at 7:00pm. Member Tammy McKim and Chair Amy Shield attended the meeting; Member Lyn Medley was present via Zoom. Members Meg Hebing and Cathy Griswold were excused. Librarian Brenda Harris was present in the Library.

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

**Changes or Additions to the Agenda.** Tammy McKim's Renewal.

**Approval of the April 11, 2022 Minutes:** Tammy motioned to approve the minutes as presented, Lyn seconded. Motion approved.

**Library Reports:** Totals from CCRLS on total circulation and renewals, and Holds filled, have not been received. **The following information was compiled after the Library Board meeting, but is for the month of May. Items added to the library were 89, with 32 needing bibs. We are still replacing old/worn books. 5 new patrons were added, and there were 2 volunteers for a total of 30 hours. 9 patrons used the Internet computers, while others used the WIFI. \$1.00 for a replacement card; \$10.00 for a lost book and \$3.50 for copies, for a total of \$14.50 collected. CCRLS Reimbursements were \$1573.50 for net lending, and \$1.22 for E Commerce, for a total of \$1574.61.** Currently we are still checking in items Fine Free. The new cameras have been installed at the library and they have great clarity!

**PYM (Polk, Yamhill and Marion)** Courier has been off schedule due to both trucks needing repair. 2 new trucks have been ordered but there is no receiving date as of yet. CCRLS has actually rented a U-Haul to make some deliveries. Brenda noted the librarian position will be sent to the CCRLS member libraries looking for any candidates. This year marks the 50<sup>th</sup> anniversary of the CCRLS consortium.

**Library Summer Reading Program (SRP):** With the theme "Read Beyond the Beaten Path" most programs are geared toward outdoors. She stated kids at the Survival program will receive both a compass and whistle. Brenda reported the PR for the performers and the SRP has been posted, sent to Mari-Linn and Mill City Elementary Schools, and sent to the Canyon Weekly. 200 Scholastic books with a bookmark/coupon, that will allow them to pick up another free book when they visit the library, were distributed to Mill City students K-5<sup>th</sup>. Brenda gave information on the performers, and the Oregon State Fair have donated free passes to give out!

The small libraries group are making programming totes (Blue Bins) based on the SRP theme that can then rotate between libraries. So, instead of programming for 8 programs, they only have to do one, and request the blue bins as needed from other libraries for program days. CCRLS budgeted monies for the small libraries to continue this program. Also, on April 27<sup>th</sup>, Librarian Harris received the \$1,000.00 from the North Santiam Chamber Awards night.

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### **Old Business:**

**Library Survey:** This project is tabled to November where approval of the questions will take place and the survey will be posted in January 2023. They will be available at the library, placed in the Canyon Weekly, on the library website and Facebook page, around town, and 2 schools. There will also be a survey monkey.

**2022-2023 Library Budget:** Brenda noted the city council & budget committee approved the increase in the book budget. Brenda is looking for specific DVD's and may need to order them online. She is looking at the combo DVD & Blu-ray. They can be separated and used as 2 separate checkouts.

### **New Business:**

**Library Vacancies:** Brenda reported there are 3 positions posted for the city. The Library Aide and Librarian positions, and a city Clerk. Applications and job descriptions are available. Library Aide Marc Halseth resigned as of June 2, 2022 and the Assistant Librarian, Stella, is having to move her hours around to accommodate. The Board wanted to know how soon they could start and how much overlap for training. The Board went over the interview questions City Manager Micki suggested. They felt the questions "What qualities make a good Librarian" and "what do you feel you can bring to the position" should be considered. Amy will represent the Library Board for the interview process.

**Library Work Days:** There was discussion on hours allowed for the Library Aide and Assistant Librarian. The Board wanted PERS information on variance and hours. Also, if it is for fiscal or calendar year, what is the percentage paid into PERS, and can funds be drawn from the general fund? The more information, the better they will be informed. It was the consensus that the library should not be closed, it's about customer service. The Board had questions for the City Manager and expressed concern on not allowing closed hours on Monday. This time is used to process courier and pull holds. The more holds filled and sent to other CCRLS libraries means more monies for the City of Lyons. It averages \$1000-\$1500 per quarter. It also is uninterrupted time for cataloging. Tammy motioned to recommend the City allow library staff to work at least 2 hours on Mondays for processing courier and filling holds, once the Library Aide position is filled. Lynn seconded. Motion approved.

**Library Board Member Tammy's Renewal:** Tammy agreed to stay on the Board for another term. Lyn motioned to renew Tammy's term to expire June 30, 2026, seconded by Amy. Motion approved. Brenda will write up the recommendation for City Council.

It was agreed to have another meeting in July. Brenda will contact the other Board Members. The next Library Board meeting will be July 17, 2022 at 7:00pm, in person at the library or via Zoom. With no further business, Chair Amy closed the meeting at 7:47pm.