

*Lyons Public Library  
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**Lyons Library Board Meeting  
May 14, 2018 Minutes  
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Chairperson Amy Shield opened the meeting at 7:00pm. Library Board Members Meg Hebing, Ruth Case, Tammy McKim, and Laurie Toepfer were in attendance. Librarian Brenda Harris was also in attendance.

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

**Changes or Additions to the Agenda:** Copy Machine/Computer was added.

**Approval of the April 23, 2018 Minutes:** Meg motioned to approve the April 23, 2018 minutes as written, Ruth seconded. Motion approved.

**Library Reports:** Brenda went over the Library report for April. There were 941 checkouts & renewals and 297 holds. 81 new items were added, 19 were bibs; and 3 new patrons were added. There were 3 volunteers for a total of 51.25 hours. Monies collected were \$23.00 on fines/fees; \$10.00 for a Lost book; and \$9.90 for copies, for a total of \$42.90. Brenda stated the Library received as reimbursements from CCRLS since July 2017, the following: Formula base \$12,364.00, Lost Books \$291.91, Net-Lending \$4,252.50 and E-Commerce \$44.17 or a total of \$16,952.58. Brenda explained what the different reimbursements were.

**PYM:** Brenda updated the Board on the meeting. There is an issue with the performers that were booked on providing their own insurance. CCRLS now has a full staff, they are testing the “magic wand”, that when scanned across a shelf will let you know if items are misplaced, what’s missing, and the last time it was checked out. They are experiencing some bugs that will need to be resolved.

**SRP:** Brenda stated she has the performer schedule ready and is working on the registration packets. Local patron, Herb Bastuscheck, will do a rocks/fossils program during the summer reading program on July 5, 2018. Also, the Museum of Natural and Cultural History from U of O has been booked and they will do a program “Oregon Rocks!” on August 2, 2018. We had them last year and they provided all the materials and information.

**Cultural Passes:** It’s time to renew the passes (all but Evergreen Aviation and Space Museum), and Brenda has made the contacts so she can submit the invoices to the City, so the can be renewed. She attended the award ceremony in Mill City and the library received \$1,000.00 for cultural passes and the summer reading program.

**Old Business:**

**Patron Survey:** Brenda compiled all the comments for the survey questions and put together a synopsis (attached). Discussion followed on the possibility of the library opening sooner and closing earlier on

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certain day(s). They were in favor of what the library staff feels would work. At the library staff meeting it was the consensus to leave Tuesday, Thursday, Friday and Saturday hours the same. That left Wednesday, opening up at 11:00 and closing at 4:30 was suggested, starting in July.

**Reading Comprehensive Presentation/Workshop:** There was a brief discussion on what we want to provide and when. It was decided to have information on the library's summer reading program to go home in the school's Tuesday folders. A presentation will be on June 8, 2018 during the school's assembly, and noted that if they signed up early, they will receive a free book at the library! Information will be posted asking for book donations. Donations are tax-exempt and a receipt will be provided on request.

**2018-2019 Library Budget:** Brenda stated the first Budget Hearing is May 29, 2108 at 6:30 in the City Meeting Room.

**Copy Machine/Computer:** Brenda updated the Board on the conditions of the staff computer and copy machine. The staff computer picked up a malware virus and is limited in use. This one is 10 years old, the same as the Internet computers. It is the only computer linked to the color printer. CCRLS will need to add the security, and the WorkFlows software. After discussion, it was suggested to purchase the computer in this fiscal year, since there are funds available. Then once into the new fiscal year, and after some research, the library can look into purchasing a new copy machine.

**Renewal of Terms:** Meg motioned to renew Library Board Member Tammy McKim's term, to expire June 30, 2022, seconded by Laurie. Motion approved. Laurie motioned to renew Chair Amy Shield's position and Chair Pro-Tem Tammy McKim's positions, Meg seconded. Motion passes. Mari-Linn Schools' promotion is on June 11, 2018 so it was the consensus of the Board to not meet in June. Brenda will post notices.

With no further business, Chair Amy closed the meeting at 8:00. The next meeting is September 10, 2018 at 7:00 in the Library.