

CORVALLIS-BENTON COUNTY PUBLIC LIBRARY BOARD MINUTES
September 3, 2014

Board Present

Jacque Schreck, Chair
Jennifer Alexander, Vice-Chair
Katherine Bremser
Paula Krane
Cheryl Maze
Steve Stephenson
Sravya Tadepalli

Staff Present

Carolyn Rawles, Library Director
Andrew Cherbas, Extensions
Mary Finnegan, Adult and Youth Services Manager
Linda Hart, Senior Administrative Specialist
Carol Klamkin, Management Assistant
Felicia Uhden, Access Services Manager

Absent/Excused:
Hal Brauner
Scott Elmshaeuser
Linda Modrell
Jana Kay Slater
Rob Welsh

Visitors:
None

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:30 pm	
Visitors' Propositions		None
Minutes: August 13, 2014		Approved as corrected
Library Board Packet	x	
Committee Reports		Established subcommittee to develop talking points
Director's Report	x	
Division Manager Reports	x	
Administrative Policy Review – Confidentiality of Library Records		Approved with no changes
Administrative Policy Review – Circulation		Approved with changes
Board Reports		
♦Friends of the Library Board	x	
♦Foundation Board	x	
Information Sharing	x	
Adjournment	8:41 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

The meeting was called to order by Chair Jacque Schreck at 7:30 pm. Board and Library staff members introduced themselves.

II. VISITORS' PROPOSITIONS

None.

III. APPROVAL OF MINUTES

Jacque pointed out one spelling error. Katherine Bremser asked about the Second Chance program, particularly what age group it targets. Felicia Uhden explained it targets young adults whose fines and fees were related to their borrowing habits when they were younger. Katherine asked about young adults in their early 20s; Felicia said they would more likely be placed on a payment plan. Motion: Steve Stephenson moved and Cheryl Maze seconded to approve as corrected. Motion carried.

IV. LIBRARY BOARD PACKET QUESTIONS & COMMENTS

There were no questions or comments.

V. LIBRARY BOARD SUB-COMMITTEE DISCUSSION

Katherine said she felt some of the goals needed to be worked on and solidified a bit. Carolyn Rawles agreed and said in particular the new board member orientation needs to be finalized, as there is one new board member and we will have another new member soon.

Jacque pointed out that most of the Board's activities are dictated by the Charter that established the Board. Carolyn mentioned the Public Participation Task Force (PPTF) recommendations will be reviewed and implemented, which may also have an impact on how the Library Board operates, particularly its procedures and policies. Paula Krane mentioned the honoring of retiring board members as something that this Board might want to have as one of its policies. Jacque noted the PPTF now has its own Task Force, and that perhaps the Board should wait to see what they present to Council, and what Council accepts. Carolyn suggested adding this to the Board's calendar to follow up in January 2015. She doesn't expect a lot of recommended changes coming from PPTF concerning the Library Board specifically although the Library Board would be subject to any changes recommended for all boards and commissions, such as an annual report.

Jennifer Alexander suggested the talking points be addressed and finalized. Carolyn agreed, and Jacque asked for three volunteers to review the current list of proposed talking points and narrow it down to three. Paula, Jennifer and Jana Kay Slater will work on this sub-committee and present at the November Board meeting.

VI. DIRECTOR'S REPORT

Carolyn, along with David Low and Stefani McRae-Dickey, the Co-Presidents of the Friends, met with the Philomath City Manager to discuss expansion of the Philomath Library. They have been invited to the November 10 Philomath City Council meeting to present information on the background of the Library, current usage numbers, need for expansion, etc. The meeting is at 7:00 pm in the Philomath City Hall. Philomath has been setting aside funds for expansion, but there is not a big fund. There will need to be some fund raising efforts. Carolyn mentioned the terrific staff at the Philomath Library, and how they have really engaged the community.

Corvallis City Manager recruitment is just starting. The City will issue a Request for Proposal (RFP) for bids from search firms. Nancy Brewer, Finance Director, is the interim City Manager.

The annual all boards potluck is on October 1, and Library Board members are to bring salads. The potluck will be followed by the regular monthly Board meeting at 7:30 pm.

Carolyn put out a call for more bids for the consulting project, but has not heard from other vendors. She will move forward with the current bidders.

Departments have been encouraged the past couple of years to spend the budget each year, and not leave funds on the table. This is challenging for the Library because of the timing of book purchasing this year. The Library spent all but \$41,000 of a budget of over \$6 million.

The Benton County Commissioners will be appointing Eric Dickey as a new County representative on the Library Board. He works at the OSU College of Liberal Arts, is a writer, and was recommended by Scott Elmshaeuser.

VII. DIVISION MANAGER REPORTS

Adult and Youth Services: Mary Finnegan said Mike Hanson starts Monday September 8 as Community Library Specialist. The division is doing the annual magazine review, deciding which titles to renew, which to drop, and what new titles to add to the collection. Lorraine Pelkey, the new Community Library Specialist in Youth, has been invited to attend a conference held every other year called Focus on Children and Youth Institute. Planning is underway on a new program for January or February, a Spelling Bee for adults. Board member Cheryl Maze is on the planning committee for the Friends.

Administration: Carol Klamkin said a low-key send off was held for Janelle Cook. Recruitment is underway to fill her position; it closes on Wednesday September 10. In the meantime Carol and Erin Kahle are doing double-duty with help from Ros Blair and Linda Hart.

Access Services: Felicia said interviews were recently held for the open Library Specialist III position. She showed a picture of the new "Buffy" machine and said "he" is working hard to get through the backlog of discs to be cleaned.

Extension Services: Andrew Cherbas is doing two recruitments for Substitute Library Clerks for all locations and for Courier. He hopes that there will be a Courier by October 1. Summer reading programs went well for both Extensions and Youth. There were some new programs that took a lot of staff time. Four Librarians presented programs rather than hiring performers to do the programs. All were well received, and the summer reading program as a whole exceeded his expectations. The only real consistent issue is that the meeting space in Corvallis is too small to accommodate the size of the programs. Planning for 2015 will begin soon. There will be another Beavers and the Bookmobile program on Saturday, October 6, at the Corvallis Farmers Market, with about 45 athletes from OSU participating. He has finished the e-commerce testing, which he hopes will go live in October; it allows patrons to pay their fines online. He is ready to test the iPad system in-house, and launch in October. The program will use 18 iPads in the Library system with preloaded apps. These can be used only in the Library, and the apps target children age eight and younger. Paula asked about keeping track of the devices. Andrew said the devices are locked down – the camera is disabled, apps cannot be downloaded, etc. People will have to sign them out for use in the building. He could track them with GPS if absolutely necessary.

VIII. CONFIDENTIALITY OF LIBRARY RECORDS POLICY REVIEW

Carolyn said this is an Administrative Policy that is approved by the City Manager, and does not go to Council. We have the policy because Oregon is different from most states;

everything is considered an open record unless an exemption is spelled out by policy. The policy exempts circulation records from disclosure. The policy does state that a court order must be obeyed and may require records to be disclosed. The Library has been subpoenaed a few times to disclose computer use. The names of those who possess a Library card cannot be withheld, but the person's personal information is not disclosed. She noted that parents do not automatically have access to their children's records. Staff has reviewed the policy and do not recommend any changes. Motion: Paula moved and Cheryl seconded that the policy be submitted to the City Manager with no changes.

IX. CIRCULATION POLICY REVIEW

Carolyn said the section on Interlibrary Loans (ILL) should be removed as we no longer offer this service. Staff is not recommending any changes in fines. Staff did recommend increasing the number of times items be renewed because the collections are large enough to allow this. They also recommend no change the non-resident card fee.

Cheryl asked if there was a standard processing fee. Carolyn said it is generally \$5, which is the same as the maximum fine for an overdue item.

Katherine asked what happens if a patron says they returned an item but it still shows up on their account. Carolyn said this happens in every library, and said the Library will search for the item, and if it cannot be located the patron's account will be noted "claims returned." Patrons are limited to five "claims returned" items on their account before their borrowing privileges are suspended until the problem is resolved. If the items are eventually found in the Library, the patron is not charged any overdue fees.

Katherine asked if the Reserves/Holds notification system also includes text messages; Felicia said the automated telephone system does both voice calls and text messages to phones. Paula asked if there are patrons who have no phone or email. Carolyn said there are some, and if they have overdue items or holds that have arrived they are not notified as the Library does not mail notifications unless an item is very overdue and the patron is close to being turned over to the collection agency.

Katherine asked if the Second Chance program should be a part of this Policy. Felicia said she believes it is covered under the Special Cards definition. Katherine said she was wondering if the Second Chance program needed protection from requests from patrons who want more privileges. Carolyn said she believes the discretion afforded to Circulation staff is adequate for the program. In response to a query, Carolyn said there are homeless people who have library cards and they use them primarily for computer access. Their borrowing privileges are similar to those of a Temporary Resident.

Motion: Paula moved and Steve seconded that the policy be approved as revised.

X. BOARD REPORTS

Friends of the Library: There is a retreat this Saturday for board members in the public room at Market of Choice. The next Friends meeting is September 15. The next event is the book sale during Fall Festival weekend. Jacque pointed out \$527 was raised at the Monroe book sale.

Foundation Board: The Foundation will meet on September 29. Steve commented on the large number of donors listed in "Check it Out!"

XI. INFORMATION SHARING

Jacque reminded everyone the next Board meeting will be on October 1 at 7:30 pm, preceded by the annual potluck upstairs at 6 pm. Spouses, partners, etc. are also invited.

XII. ADJOURNMENT

The meeting was adjourned at 8:41 pm.