

LIBRARY ADVISORY BOARD MINUTES
June 1, 2016

Board Present

Jacque Schreck, Chair
Jennifer Alexander, Vice-Chair
Mike Beilstein
Katherine Bremser
Karen Clevering
Diane Cygan
Eric Dickey
Scott Elmshaeuser
Norah Storniolo

Staff Present

Carolyn Rawles, Library Director
Shasta Barnes, Circulation Supervisor
Andrew Cherbas, Extensions and Technology Mgr.
Rachel Denué, Senior Administrative Specialist
Kristin Starnes, Adult & Youth AIC
Felicia Uhden, Access Services Manager

Absent/Excused:

Paula Krane
Cheryl Maze
Anne Schuster
Steve Stephenson

Visitors:

Scott Harrington

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:32 pm	
Community Comments	X	
Minutes: May 4, 2016		Approved.
Library Advisory Board Packet	X	
Philomath Library: Options from Architect	X	
Director's Report / Budget Discussion	X	
Division Manager Reports	X	
Board Reports		
♦Friends of the Library Board	X	
♦Foundation Board	X	
Information Sharing	X	
Adjournment	8:51 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

The meeting was called to order by Chair, Jacque Schreck at 7:32 pm. Went around room with introductions.

II. COMMUNITY COMMENTS

None.

III. APPROVAL OF MINUTES

Motion: Karen Clevering moved to approve the May 4, 2016 meeting minutes. Seconded by Jennifer Alexander and the motion carried.

IV. LIBRARY ADVISORY BOARD PACKET QUESTIONS & COMMENTS

Jacque asked what key code cards are. Shasta Barnes showed everyone the key tag cards, which are key chain library cards. Jacque asked what the workshop was that Bonnie Brzozowski attended. Carolyn Rawles replied that it was "Coding Your Library".

V. PHILOMATH LIBRARY: OPTIONS FROM ARCHITECT

Carolyn reported that the Library Foundation funded an architect to research options for the Philomath Library. That location is now on a flood plain, so expansions to the building would be problematic. Andrew Cherbas presented options via a PowerPoint presentation. He reported that there are two options and they are leaning towards the larger option, which is to build a separate building next to the existing building to be used as a meeting room. There will be trees that will have to be removed to accommodate this option. Jacque asked what size the room is. Carolyn replied that the dimensions haven't be determined yet. There will be a restroom and kitchen type area in it. Since it is a completely separate structure that will have access outside of library business hours, it needs to have bathrooms in it. Andrew stated that the current meeting room would be remodeled and repurposed for library space, by taking out the kitchen area and remodeling the other area. Andrew added that if we can split the new room into two spaces, that would be a good option. They want to put a door in the teen area to go straight out to the new building. Another option will be to cover the outside back patio with a partial concrete wall and cover. Carolyn added that it would be used for programs, etc. during decent and nice weather. This option could probably be installed quickly as it is the most inexpensive. Philomath has some money available and is open to the option to do something. She just wants the Board to review the options.

Eric Dickey asked if vandalism is a problem there at all, especially with the option for the open area in the back. Andrew and Carolyn stated that it is right next door to the police station, so that helps discourage those who might think to do so. Mike Beilstein asked if it floods, is the new option raised to let water flow below it. Carolyn replied that yes, that is the option. Eric asked if there is a plan to transfer the collection to the new building if there is a flood. Carolyn stated that the Mary's River is close behind the building in park. Scott Elmshaeuser asked if there is ADA access to the new option. Jacque asked if the new building would tie into the current architecture or would it be as it is in presentation and look different. She voiced her concern with the current plan having the new roof draining water towards the existing building. Karen asked who will be constructing the new building for the Library and how much does the Board have to do with this. Carolyn stated that the city of Philomath is responsible for the building, we just want the Board to review and advise on the options. Mike asked if besides meeting room space, is Philomath challenged with other space issues. Will the space opened up in the Library something they really need? Carolyn replied that they really need more program space and their collection size is kept pretty static.

The architect recommends the option presented as the least expensive option. If we added on and/or attached to the current structure, it requires a lot more retrofitting and changing of the building to meet the flood plain zones, etc. This new addition won't meet all needs, but it will meet most. The Philomath community loves their local library and she believes this is something that is definitely doable. Mike asked if the Foundation is going to be involved with this at all. Jacque replied that they are waiting to see, as the Foundation hasn't heard or seen any numbers of the options. Mike asked if the Foundation was involved in the building of the first branch building. Carolyn replied that she is not sure, Steve Stephenson would be the one to ask, as he was involved with that project. She does know that it was a Philomath community effort. The old building was next to the old Philomath police station and they really needed a new building. They got a federal construction grant, money donated from Beverly Cleary, fund raising, special exemption for volunteer working, etc. It's kind of a building that is very important to the Philomath community. Jacque stated that the architect of the original building was one of the architects for the main Library in Corvallis. She is heartened, as we thought there wouldn't be an option to add on in any way at all. This is a very usable option. Carolyn stated that he next steps will be she and Andrew meeting with architect to go through options and get numbers. There is a lot of

support from Philomath City Manager and the staff out there are very embedded in Philomath. Eric asked if the money for this is already together. Carolyn replied that no, and one downside to this project is that Monroe and Alsea both have received block grants and the County sponsored those grants. Libraries can't qualify for those grants anymore and the income level in Philomath is too high. She believes Philomath will be able to get donations. The City of Philomath has been reserving some money for a while, so they have a little bit of money to put towards it if they choose to.

VI. DIRECTOR'S REPORT

Carolyn reported that May was volunteer month and the City of Corvallis has provided a thank you gift for all of the Board members. She passed the Burst's chocolates and thank you cards to the members and she thanked them personally for their service.

Carolyn reported that Norah Storniolo is graduating high school and has decided to take a gap year and would like to stay on the Board if she can.

Cathi Roberts' last day will be this Friday. Her going away party will be Friday if any Board members would like to attend.

The parking lot has been revamped with removal of the parking meters and installation of a kiosk pay station by the back door of the Library. The meters had problems of falling over and malfunctioning, so Public Works suggested a pay station. Some benefits of the pay station are that: you can now pay with a debit or credit card; it's easier to maintain; it's located right by the back door, so you need to pass it when entering the Library; the collection of money will be easier; and the pay station will make it more clear if you have paid or not. They are not enforcing the pay parking at this time, but they will enforce starting next week. They want patrons to get use to the new system before ticketing them for something that might just be confusion of the new system. There are still meters are still located in the garage. Felicia Uhden was in charge of this installation while Carolyn was on vacation. There have been several questions and concerns and feedback as to what they think about it. One person asked if there was going to be a cover over it so they don't have to stand in the rain with books, and that is a good idea.

Carolyn stated that yesterday the Library had an infestation of bees in the Belluschi wing. They had a bee keeper come and research the situation. Felicia added that there were hundreds of bees. Both the bee keeper and a OSU professor came and they both didn't believe there was a queen bee, as the bees seemed confused. The bees left the building safely and on their own. Carolyn commented that if the bees would have been here long enough to make wax, it would have been a problem because it would attract them forever.

Carolyn gave an update on the Youth and Adult Services Manager recruitment. She stated that after two unsuccessful recruitments, and after Carol Klamkin's position was cut, she has decided to restructure the Library staff. The new restructure and organization has been approved by the City Manager. The new model will emphasize the commonalities between Youth and Adult Services. This will allow us to have better coordination system wide. There will be two new Supervisors who will be more direct working supervisors, who will have program planning, desk shifts, etc. This will give us enough funding to give us a professional cataloger into Tech Services and to add some other additional part time staff. Catalogers are really hard to find – Felicia has this background, so this new position will free up her time and allow her to train a Librarian for this. Some staff will get additional hours, and some part-time will go to full-time. She feels really good about this new organization and with the recent changes, Felicia and Andrew have been taking on more and more responsibilities and will both be promoted to Deputy Directors. Carolyn stated that they will have to create and change job description and there will be internal promotions and reorganizations, which may create some other openings that will be open to the public. There will be a lot of shifting around in the next few months. Jennifer Alexander asked if the Volunteer Coordinator position will be filled and what is the time line is for this type of change. Carolyn replied that the Volunteer Coordinator position is currently being

recruited. As for the others, they are in the process of creating and updating job descriptions to be approved. Over the course of the summer they will be doing whatever they need to do get this all reorganized.

Mike asked if this fits the FTE in the budget or does it take it over or under. Carolyn replied that yes, we are staying at the exact FTE as is in the approved budget. There will be some savings, but that will be used for casual staff. Jacque asked if this fits in with the parameters of the current levy. Carolyn replied that yes, and they also looked at the long range plan to make sure this all fits in with everything. Eric commented that this is almost a new organizational chart. Carolyn replied that yes, it's a complete reorganization and she has done this several times over the years. Scott commented that this is a really good job of being creative. The reorganization sounds good and very well thought out. Carolyn replied that she has a few concerns about supervising larger work groups, but she thinks it will be doable. We will try it and see how it goes. Jennifer asked if the new supervisor positions will still be doing their current job as well. Carolyn replied that yes, Supervising Librarians will still work as Librarians. Karen asked if this is a permanent change or just a temporary change. Carolyn replied that it is a permanent change, but we always evaluate and tweak things as needed with these type of major changes. Staff really wants to know what is going to happen, as it's been almost a year and there has been some uncertainty. Jacque pointed out that she feels that this points out the talented staff we have at the Library for them to be able to do this.

Mike asked why it has been so difficult to recruit management positions for the Library. Carolyn replied that supervisory experience to be a Division Manager is hard to find and at the exact same time we were recruiting, Eugene was recruiting for a job that only supervised Youth. It is hard to find someone that has a background in both Adult and Youth Services. Other things about working in Corvallis right now that may have made it less appealing to candidates is that there was news coverage about Corvallis planning to cut positions. We are not the only department having problems recruiting supervisors, Public Works has had problems as well. Corvallis has had several budget cuts over the last five years, so it has caused some concern for interested parties. It is a great community, we have a really great Library and it's still a great place to work, but budget cuts are a concern to all.

VII. DIVISION MANAGER REPORTS

Extension Services: Andrew reported that Summer Reading sign ups started today. This month they prepared 2,500 stuffed bags in Extensions, including 2,500 hundred flyers and four unique reading logs. It is a huge work load, especially in May. He thanks staff and volunteers for all the help. Kyra Cardella helped with the reading log, teen flyer and more. Mary Nevin does same as Kyra, as well as ordering all supplies. Rachel Denué created the reading logs. Kristy Kemper Hodge and Lisa Stout organized the entire team for the Summer Reading program. Kristin Starnes helped with many aspects as well. Jesse Adams put together the Maker programs. Bonnie organized the entire Adult Summer Reading program. They all do outstanding work and people really don't realize how much work it takes to get the three months of programs organized and going. Carolyn added that Andrew deserves a lot of thanks and a pat on the back as well for taking Summer Reading on.

They have offered someone the position in Philomath and that person has recently accepted. After HR processes everything and all is good, they can announce the new hire.

Adult and Youth Services: Kristin Starnes reported that they will be having their first Fun Run this month. Felicia will be there in costume. The Teddy Bear Picnic will be the Thursday before the Fun Run. In Youth, they will be working on their fall programming and they are trying to work closely within the strategic plan for that planning. One thing that kept coming up will be access and partnerships. Jacque stated she is glad to hear this, the Corvallis 2040 is also concerned with these things. Diane Cygan stated that she was at Muddy Creek school today and she wants to give kudos to the Library outreach crews, as they did a great job and had a routine that engaged the entire room about Summer Reading. Carolyn added that they are hoping to work more directly with teachers and schools as an outreach goal. It has been super successful.

Ruth Rose Hennessey went to a Book Fair in Guadalajara and purchased several Spanish books and they have just arrived. This program is partially subsidized by the American Library Association.

Technical Services: Felicia reported that they will be rolling out and unveiling the new books from Guadalajara. She processed them and Ruth Rose did a great job purchasing.

Felicia passed around a sample of the Speck Monitor that will monitor indoor air quality. These will soon be available for checkout.

Felicia commented that we are approaching end of fiscal year, so she is looking at a lot of budget numbers. They are talking a lot about the materials budget and wrapping those expenditures up for this year and turning their attention on how they are to spend next year. Carolyn added that we have to receive all items by June 30th for the fiscal year, so it is impossible to spend down to the penny. Ematerials are easy to receive, so that helps. It was somewhat difficult of a year, but the Librarians and Tamra Rider have all been doing a great job catching up.

Circulation: Shasta Barnes reported that they have been chugging right along. They will be recruiting for two Library Specialists. Circulation are the go-to-people for the new parking kiosk. Carolyn stated that if anyone asks about the money into the meters/kiosk, the Library gets that money to use towards books for the collections. Public Works will get alerted before the new kiosk runs out of paper or change and you can use credit cards and debit cards to pay, as well as coins. The same rates as the meters apply. Scott Harrington asked how Parking Enforcement will enforce this. Carolyn replied that they will be able to tell electronically, you do not have to put a slip on or in your car.

VIII. BOARD REPORTS

Friends of the Library – Jacque reported that Pastini's pasta-thon fundraiser's new additional date will be June 7th, lunch, dinner and take-out. June 8th, after Random Review, FOL will have their annual meeting where they will elect new officers. The next meeting will be June 20th after the annual meeting. They are considering having a retreat in August or September.

Library Foundation – Jacque reported that they met on May 29th and they discussed two memorials: 1.) the Lois Fenker family and friends have commissioned a local artist to create bench in her memory, which should be happening quite soon; 2) Thomas McClintock, they discussed three different possibilities (piano, remodel of meeting room upstairs, capital project to consider to enclose the top floor patio into a space like the Brookes Room). The next Foundation meeting will be their annual meeting on August 29th where they will elect officers. October 20th will be their donor recognition event.

IX. INFORMATION SHARING

Jacque gave Norah a graduation card and thanked her for being on the Board and her enthusiasm for all the Board does. Norah thanked everyone and stated that it is fun for her to be a part of such inspirational Board members and staff. She added that the Summer Reading programs were the highlight of her childhood, so thanks to the Library for that.

Eric thanked everyone for letting him host a student and thanked Scott for attending. Eric also gave thanks to Rachel for the good minutes she takes and stated that he used them as an example in his class.

X. ADJOURNMENT

The next meeting will be on July 6, 2016 at 7:30 pm. The meeting was adjourned at 8:51 pm.