

LIBRARY ADVISORY BOARD MINUTES
July 6, 2016

Board Present

Jacque Schreck, Chair
Jennifer Alexander, Vice-Chair
Katherine Bremser
Karen Clevering
Eric Dickey
Cheryl Maze
Anne Schuster
Steve Stephenson

Staff Present

Carolyn Rawles, Library Director
Andrew Cherbas, Extensions and Technology Mgr.
Rachel Denué, Senior Administrative Specialist
Charles Dunham, Adult & Youth AIC
Felicia Uhden, Access Services Manager

Absent/Excused:

Mike Beilstein
Diane Cygan
Scott Elmshaeuser
Paula Krane

Visitors:

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Action
Call to Order	7:31 pm	
Community Comments	X	
Minutes: June 1, 2016		Approved.
Library Advisory Board Packet	X	
Election of Officers	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	8:58 pm	

CONTENT OF DISCUSSION

I. CALL TO ORDER

The meeting was called to order by Chair, Jacque Schreck at 7:31 pm. Went around the room with introductions.

II. COMMUNITY COMMENTS

None.

III. APPROVAL OF MINUTES

Motion: Jennifer Alexander moved to approve the June 1, 2016 meeting minutes. Seconded by Eric Dickey and the motion carried.

IV. LIBRARY ADVISORY BOARD PACKET QUESTIONS & COMMENTS

Eric asked who dressed up in the piggie and elephant costumes for the Summer Reading kickoff event. Felicia Uhden was the piggie and Charles Dunham was the elephant. Katherine Bremser asked when Monroe and Philomath have large crowds for Summer Reading events, what do they do with everyone. Andrew Cherbas replied that they hold the events outside and luckily the weather is usually pretty good. Carolyn added that is one reason to cover the back patio in Philomath for programs and events.

Katherine asked if the number of patrons at adult programs, like coloring and writing, that have low attendance sometimes and if there is a limit set to decide not hold them anymore. Carolyn replied that those are both very low planning and workload programs. Library staff looks at what is and what isn't working and they will be holding a working summit soon where they will discuss programs and events. Anne Schuster asked if the Library advertises at Grass Roots or the Book Bin, as they are perfect places to do so. Carolyn agreed that would be a good idea. Steve Stephenson stated that if you keep repeating something that isn't working, that's one thing, but if you are trying new things, that's a good thing. Cheryl Maze stated that when coloring started there was a really good attendance and this time they did something slightly different. Eric noted that the Corvallis Book Club drew eight members and asked how many members are there in the club. Carolyn replied that there is not a staff member that facilitates that club anymore. Andrew added that the book clubs range from eight to fifteen attendees depending on the book, etc. Karen Clevering stated that six to eight is good for a small group like a book club or those types of things. It's not like a summer reading kickoff program. Andrew agreed and stated that a program like summer reading is a huge program that takes lots of time to organize year round. Jacque stated that it is important to reach out to everyone, so if some programs don't draw in a lot of people, it doesn't mean they're not important.

V. ELECTION OF OFFICERS

Cheryl nominated Katherine for Chair. Seconded by Steve and the motion carried.

Eric nominated Steve for Vice-Chair. Seconded by Cheryl and the motion carried.

VI. DIRECTOR'S REPORT

Carolyn stated that in 1999 the Library had their Centennial, and she passed around a bunch of pictures someone found of the event.

Carolyn reported that the Library has hit a little monkey wrench in the re-organization plan, as none of the current staff applied for the Youth and Adult supervisory position. They will now be recruiting externally, which means they won't have the money to do some of the re-organization as planned. They will have to wait until the external recruitment is finished before knowing what all will be able to be accomplished. Anne asked if the Youth and Adult position involved a salary increase. Carolyn replied that yes, but not a huge increase and that the position is not a union position. Anne asked when recruiting externally, will there be a raise in the salary. Carolyn replied that no, our Librarians are paid quite well, so there will not be any change in the salary levels. Beyond offering someone step 6 of the pay scale, there's not much else to do. There won't be as much savings as they thought they would have. The earliest they can have someone in place would be September 16th. Steve asked if Carolyn thinks there may be someone re-interviewing from the previous recruitments. Carolyn stated that she is positive there will be a great applicant pool, as this new re-organization of the position doesn't require as much experience. Jennifer asked if this is just for one position. Carolyn replied that yes. There will still be ten hours a week for school outreach and the Courier position has been increased as well.

Carolyn stated that the Library has had a weird month in regards to security issues. They have had several mentally ill and very disruptive patrons. Two women got into a dispute at the public computers, they were screaming, police were called, and they were escorted out of the building. Another person went into the summer school lunch program and screamed at the lunch lady, followed Shaun Hearn into

the garage and through the employee entrance after Shaun told him to leave, then encountered Lindy in the parking garage. Another gentleman, who states he has Tourette's Syndrome, and was screaming profanity, this happened three or four times, police were called and he was eventually banned from the Library. It has been a really disruptive month. Steve asked if these are all street people or a range. Carolyn replied that it is a range. She had a meeting with the Police Chief and City Manager to know what the options for staff are. They are now looking at hiring a security guard as casual staff. This has become a real problem for other libraries as well. The Police Chief thinks a staff member would be best. Some other also libraries hire a security company. Carolyn received a job description from another Library as a starting point. She stated that she has thought about hiring a retired officer. She feels that they are to the point that they need to do something. She has been in contact with Benton County Mental Health and they will come down if we contact them and if they have time. She has discussed offering the mental health department a workspace at the Library, so they can be in the building more frequently. Anne stated that Dave Tuller is interested in having someone here to deal with veteran issues and the early learning hub may be interested as well. Steve asked if there are any grants or ways to get a variety of needs funded. Anne stated that they are all talking about bringing money towards this. Carolyn stated that we need both the mental aspect and the security aspect. Karen asked what would the security person be doing and how would it take burden off of Library staff. Carolyn replied that the person would wear an identifying outfit or uniform and would patrol the Library and try to de-escalate things before they start. That's what would be the bonus to being a staff member instead of a security officer, so they can be trained and they understand the Library's goal. It would help to take a load off of the staff. Anne stated that it should be a police issue, not a Library staff issue. Carolyn replied that they tell us to call them and they get here pretty fast, but they can't always be here. Anne asked if this just happens at the Corvallis Library. Carolyn replied that it happens at the other branches, but not so much in Alsea. Philomath has had their share, but not as much as here. Karen asked if the problems in other locations are all similar to the ones here. Carolyn replied that the larger cities have a larger homeless population, but it's common in all locations, because they welcome all people. Anne stated that we really do need a place for everyone to go. Carolyn added that we have homeless patrons that are perfect patrons. Steve asked that if there is any possibility to work up a funding project with the police department. Carolyn replied that she's not sure, but she has a great relationship with the Chief of Police. Jacque stated that she is sorry that staff has to deal with this, but she is also sorry for the patrons. Anne asked if we have considered going to the City Council for the mental illness issues. Making a public statement is never a bad idea. If they don't know about the problem, they can't try or help to fix it. Carolyn replied that she will talk to the City Manager and see how he thinks we should proceed. Jacque stated that it raises the positive side of police officers. Steve stated that it shows that City Council is trying to do something.

Carolyn stated that patrons have had some negative comments on the parking kiosk. There is a rush for some programs and the pay station is not designed for rush times, which results in long waiting lines. At the Teddy Bear Picnic there were long lines and it is unfortunate. They are now looking at getting another pay station. Felicia deserves kudos on dealing with the parking pay station. Cheryl stated that she was at the pay station during a time there was a line and staff was great, calm and dealt with it very well. She would like to compliment them. Anne asked if there is staff training for that. Carolyn replied that there is some training, but mostly is just their nature to be helpful. Felicia added that once they knew there were issues with the pay station, they did discuss it with the staff and gave them advice on how to be calm. Jacque asked if it is the same machine as they put on the river front. Felicia replied that it's the same brand, but a better version of it. She commented that they are also going to turn two parking spots into free 15 minute spots.

Eric commented that dealing with emotional issues can be draining, so thanks to staff for dealing with this. He stated that he believes that LBCC and maybe OSU have started a mental health training program. Anne stated that she has completed the training and it is eight hours long. A lot of teachers and law enforcement people have gone through it. She will send Carolyn the information about it.

Carolyn reported that the group working on the 2040 Vision Plan are moving forward.

Carolyn reported that there was an event a month or so ago, renaming a creek and part of that celebration the Grand Ronde Tribe made a beautiful hand crafted bench. They thought they were going to put it in the Parks and Recreation office, but after discussing, they are going to put it in the Library. They are hoping to have a little event for it. They are also getting another wooden bench in memory of Lois Fenker. Jacque added that the bench is a piece of art that is furniture, it's very lovely.

Carolyn stated that the rainbow window treatments will be installed in a week or two. It's going to be great.

Katherine asked if there have been any decisions made on what to do with the money for furniture they received as a bequest. Carolyn replied that they she thinks they need to add the money to the funds to get a consultant to research what is the best way to use our space. Jacque stated that there was very little upholstered furniture in Sweden library she visited and it was still comfortable and cozy.

VII. DIVISION MANAGER REPORTS

Extension Services: Andrew reported that the summer reading program has started. The week of the 20th was probably the biggest week they have ever had with summer reading. The Teddy Bear Picnic was moved indoors due to weather, which is not ideal, but they made it work. The 5k Fun Run went better than he expected with 275 run participants and they got a lot of compliments. Staff did an amazing job and were spread out along the route. Andrew stated that a lot of compliments were received of how appreciative people were for a free fun run. It went really well. Carolyn replied that Andrew volunteered taking over summer reading last year and it is going very well.

Andrew stated that another thing to note is the free lunch program. Corvallis is getting 30-50 people and Philomath is averaging 90-150 people. It has been very eye opening and the lunch program was not expecting that, but they are now able to accommodate everyone. Anne asked if the school district supplies the food. Carolyn replied that yes, the Library just provides the space. It is free for children, no questions asked and adults pay a small fee.

Andrew reported that they have a new employee, Morgan Chester, in Philomath. He thanks all of his staff for all the work they do and adapting to everything involved with summer reading.

Anne asked about the 3d printers and if you can make a cap for a gas can, is that possible. Andrew replied that yes, submit it and they will print it.

Adult and Youth Services: Charles Dunham reported that they have 12 speck air quality monitors that were donated and there are already 59 – 60 holds on them. Carolyn reminded everyone that we still have the kilowatt monitors to check out as well.

Technical Services: Felicia reported that she has not finished calculating the budget numbers for the FY 15-16 yet, because not all the information is in yet. From the rough numbers, she believes that they have \$400 left on the table. The staff has done a great job at selecting the collection. Carolyn added that with electronic materials, it is great because you can purchase them at very last minute.

Felicia stated that they will be rolling out maker kits right before the maker fair. She was in TLC inputting the information so we can have them available to check out.

Circulation: Felicia reported that they received 97 applications for the two Library Specialist II positions. They are hoping to have interviews the week after next. Jennifer ask if it is of benefit to have two half time positions instead of one full time. Felicia replied that yes it is. It helps with more coverage hours.

VIII. BOARD REPORTS

Friends of the Library – Jacque reported that they met in June. They are having their Volunteer Recognition this month. Pastini's did the second pasta-thon and between both fundraisers they raised \$1,495. The Summer Book Sale raised \$2,600. David Low, a long-time member of the FOL, has retired from his job at the credit union and he is retiring from the board as well.

Library Foundation – Steve reported that they will meet in August and will elect officers and will hopefully have a presentation for the options for the Philomath Library building addition. They are planning and prepping for the donor event in October. Jacque added that at their next meeting they will be drafting their annual letter.

IX. INFORMATION SHARING

Jacque shared that the 2040 Vision Plan survey is very fast, similar to the last survey, this one is vetting the vision statements that our task force has made in the different categories they have planned out. If you are a Corvallis resident, please go and take the survey. They will meet again later this month. The consultants they have and the City staff, keep it moving right along and is very well done, directed and efficient. They are hoping it will all be completed and sent to the City Council this October/November. Carolyn will send the survey information to the Board members.

Felicia announced that this Friday and Saturday the Library is having their very first Magnificent Magazine Giveaway. Donations to the FOL are encouraged. If they end up with more magazines than they start with, it will be the last giveaway event, as that's not the goal. They will also have the Children's Book Swap this weekend as well.

Anne stated that they just attended a presentation about emergency preparedness and wanted to know if the Library has a plan. Carolyn replied that yes, they have a disaster plan, and are part of the City's emergency plan as well. The Library has disaster barrels in different locations and they try to be prepared as much as they can be. They have done earth quake drills, etc. Anne reminded everyone to make sure your family is safe as well, so you can do what you need to do at work. Knowing what to do if you aren't at your house and your plan may need to change.

X. ADJOURNMENT

The next meeting will be on August 3, 2016 at 7:30 pm. The meeting was adjourned at 8:58 pm.