

Library Advisory Board Minutes
November 12, 2020

Present at the meeting were Kevin Hill, Don Hopkins, Eva Journey. Library Board candidates Bonnie Neal and Jamie Frick were present.

The Board voted to excuse the absence of Charlene Adams.

The Library Board meeting for October 2020 was cancelled.

Fiscal Report

The Board reviewed the year-end report which showed an ending fund balance of \$428,468 and considered this a good amount for carryover.

Statistics

The Board reviewed the circulation statistics which showed DVDs continue to circulate well. Circulation for children's materials has increased as parents are getting more comfortable coming back into the library and browsing the shelves for books.

Included in the statistics was a report showing Circulation by the Day of the Week. Rose explained checkouts on Fridays were higher for the prior year when we had in person storytimes and "storytime moms" would checkout over 100 items. With the closure in March and when we reopened with reduced open hours, Tuesdays are a higher circulation day and Rose believes this is due to the modification of open hours, closing on Mondays and opening on Wednesdays when historically the Library was closed; opening on Wednesdays allows for future programming when schools let out early. The trend, for this report, shows overall an increase in circulation for all days.

Discussion of how patrons are using the library followed.

Unfinished Business

Discussion of the Linn County Youth Activities grant where the Library partnered with 4-H, Outdoor School. 4-H provided the framework and registration for the program. The program has been taking place at the Sweet Home Community Center on Monday through Thursday 6:30-8:00pm. Rose worked with a retired teacher from Sweet Home and together contacted Oregon State University Department of Education for student teachers who mentor students and provide homework help. Discussion of the programs offered for enrichment.

Storybook Walk was well received when it was in Sankey Park and we are thinking about putting it in another park come spring.

Discussion of the Library Policy Manual and the inclusion of the Linn Libraries Consortium which was already in the manual on page 9. Kevin made a motion to approve the Policy Manual as revised and bring it to City Council, Eva seconded the motion. The vote was favorable.

New Business

Discussion on the change in open hours was tabled. The open hours will remain the same.

Discussion of RFID tagging for DVDs. This idea came from staff meeting with the City Manager who encouraged them to review the processes for the library. Retrieving individual DVDs from the cabinet for patrons is very time intensive for staff considering DVDs are the highest circulating items. RFID tagging for the DVD collection would require purchase of RFID tags, gates, software, an interface, and mats. RFID tagging would all the DVDs to be shelved in the cases reducing handling of the DVDs by staff. Eva asked about cost and Rose stated she had asked for a quote.

The Youth Leadership grant with RDI (Rural Development Initiatives) was discussed. This grant focuses on teaching leadership skills for students in 7th through 9th grade.

Discussion of a spending freeze and payment of property taxes. Discussion of the renewal of the library levy followed. The Friends of the Library have committed to buying the new books for the Library.

The Board answered questions from the Library Board candidates about the role of the Library Board. Eva discussed the Board involvement in the Library Needs Assessment and the new library building.

The Board voted for Jamie Frick to be on the Library Board.

The next Library Board meeting is scheduled for December 10, 2020.