M. Susbauer presented the following motion that was seconded by M. Perkins.

**MOTION:** Approve the Consent Agenda and approve the July 18, 2012 Regular Session Minutes as presented.

**ACTION:** Unanimously approved by all Library Board Members present.

5. **PUBLIC COMMENTS** None

6. **REPORTS**
   A. **Library Director Report**

   **Writers’ Group.** Participants share their writing projects and receive feedback from peers on the first Thursday of each month. The group is hosted by staff member Heidi Fuiten. The activity began in June and has a current following of about 10 people.

   **New Employee.** Part time City employee Sierra White has been training to fill in at the Library as a Library Clerk in an on-call capacity for checkin and checkout duties when existing staff are not available to cover for one another. Funds available for this extra help come from budgeted, unused hours.
New Library Hours. Beginning Tuesday, September 4, the Library will be open these times:
- Monday – Wednesday: 11:00 a.m. to 7:30 p.m.
- Thursday – Saturday: 11:00 a.m. to 5:30 p.m.

Back-to-School Night. Library staff and volunteers will attend the North Plains Elementary School back-to-school night to distribute literature about the Library and its programs.

Joint Meeting with Banks Library Board. The North Plains Library Board has been invited to a potluck dinner meeting in Banks on its Library Board’s regular meeting date, Tuesday, October 16. The meeting and potluck will take place in the City Council Chambers. There will be a tour of the newly remodeled library and a presentation by WCCLS Director, Eva Calcagno.

Elephant Garlic Festival Report. The Library Staff and Volunteer portion of sales at the Festival totaled $823.75. This was made up of $27 in Donations, $121.50 from Bingo, $62 from Candy sales, $94 for the Quilt Raffle, and $519.25 from Craft Sales. Although the Crafts brought in the most money, it cost about as much in Staff time to conduct since not enough Volunteers stepped up to handle that part of the Festival sales. Staff will be discussing the value of this activity.

The Quilt Raffle winner was Alex Knotts of Hillsboro. Since ticket sales began for this particular quilt in October, 2011, the entire revenue for this raffle was $564.50. Last year’s revenue was $443.

B. Library Statistics Report. It was noted that the Summer Reading Program signups ended on July 15 for children and on August 10 for adults. Participants in the children’s program began submitting completed reading lists on August 1. Both the children’s and adults’ programs will end on August 31.

C. Financial Report. D. Brodie presented two spreadsheets. One included fiscal year 2011-2012 expenditures, the amounts requested for fiscal year 2012-2013, and the adopted budget amounts for fiscal year 2012-2013. There are now only nine categories of expenditures: Payroll Expenses, Education and Training, Utilities, Professional Services (including computer software and support, security, and carpet and window cleaning), Repairs and Maintenance (including building repairs, HVAC, photocopier costs, and equipment repair), Supplies (including fundraising expenses, adult/children/volunteer programming, office supplies, library supplies, janitor supplies, postage, and library sale items such as earbuds and flashdrives), Library Materials (books, DVDs, and periodicals), Computer Replacement, and Allocated Expenses (charges from other City departments such as Administration for the City Manager’s time, from Finance for items such as the cost of paying bills, and from Public Works for activities such as the cost of maintaining the landscape). Items which used to be in the Library budget that have moved to General Government include Audit, Insurance, Legal, Janitor Supplies (such as lightbulbs and toilet paper), and Janitor
Service. The categories Miscellaneous and Data Storage have been incorporated into other Library line items and no longer exist separately.

D. Brodie noted her concern that the Library’s adopted budget reflects about a $16,000 shortfall from what was requested to be adopted in both revenues and expenditures. In discussing it with the TKW accountant and City Manager, it was determined that in the consolidations, some items were inadvertently left out. Also, Library salary wage increases (save that of the Library Director) were approved by the City Manager and were to take effect beginning with the July 16 pay period. These amounts are not part of the $16,000 shortfall in overall Library budget and are therefore also not reflected in the adopted budget. M. DeBry assured D. Brodie that a supplemental budget will take care of these discrepancies.

The second spreadsheet included revenues and expenditures for the month of July, 2012 only. This will be the format for subsequent monthly reports. Payroll has not yet been uploaded and was not reflected in the report for July.

D. Friends of the North Plains Public Library Report. M. Susbauer reported that there was a regular meeting on Monday, August 13 at the Library.

The Technology Fundraising Committee has officially launched the Digital Drive Campaign to raise $10,000. Along with the Meyer Memorial Trust grant of $13,000, these monies will be used to replace the existing computers in the Library. The annual used book sale was conducted in conjunction with the Elephant Garlic Festival on August 10, 11, and 12. Twenty-five volunteers contributed 163 hours to retrieve books from the storage locker, set up the sale tables in the Jessie Mays Community Hall, conduct the three-day sale, box up remaining books, and return boxes to the storage locker. The sale netted $2,231 compared to $2,595 last year.

While the Friends were not able to provide a float for this year’s Garlic Festival Parade, a jeep, owned by volunteers Rod and Sandy Trahan, was decorated as the Garlic Festival elephant by staff member Carol Aldrich and volunteer Jenny Hann. The jeep was driven by the Trahans while staff members Carol Aldrich and Jackie Welch and teen volunteers Sean, Chelsea, Makayla, Becky, Bekka, and Cat carried a Friends of the Library banner and distributed candy and bookmarks. Also, WCCLS employee Rick Samuelson drove the WCCLS outreach van behind the jeep and was accompanied by his wife Heidi. The jeep entry won a trophy for “Best in Theme.” The trophy and photos are on display at the Library.

The Friends confirmed that they would donate $6,000 for Library’s book and DVD purchases through the City budget. The first payment of $2,500 has already been made.

The Friends have appointed a committee to investigate the possibility of utilizing the yellow house across the street from the Library as a venue for book sales and other
activities. The City recently purchased this house and may make it available to the Friends in order to establish a commercial use. M. Susbauer indicated that there are yet many questions to be answered in order for the Friends to consider the opportunity.

7. OLD BUSINESS
   A. Continue Discussion of Marketing Strategies. Library Board members reiterated their decision to conduct a Lucky Barcode Number activity in September in honor of Library Card Signup Month. Each Monday in September (actually beginning on Tuesday after Labor Day), a poster inside the Library will feature a random list of the last three digits of patron barcodes (starting with a list of 10 the first week and increasing or decreasing to allow for a reasonable number of winners). Patrons who come in during the week and show that their cards have the matching last three numbers may choose to receive either a Fannie May candy bar or a small bag of apples (donated by M. Susbauer). Staff will track the number of candy bars given out, and Library Board members and the Library Director will donate the cost to the Library at the end of the month. M. Susbauer will provide a 20 pound box of apples on September 4, and L. Templin will provide bags to package them in as prizes.

8. NEW BUSINESS
   A. Election of Officers

M. Perkins presented the following motion that was seconded by J. Beuley.

**MOTION:** Nominate Jennifer Knowles for the position of Chairman for the 2012-2013 fiscal year.

**ACTION:** Unanimously approved by all Library Board Members present.

M. Susbauer presented the following motion that was seconded by M. Perkins.

**MOTION:** Nominate Laura Templin for the position of Vice-Chairman for the 2012-2013 fiscal year.

**ACTION:** Unanimously approved by all Library Board Members present.

B. Rotating Art Exhibits in the Library. M. Perkins reported that he had spoken to local artist Michael Simmons about showing his artwork in the Library computer/program room, and M. Simmons was receptive to the idea. General discussion ensued about other artists who might be interested in showing their work and about the process and procedures in place for hosting exhibits. D. Brodie will email the appropriate section of the Library Board Policies to M. Perkins, and he will arrange for the first rotating exhibit to take place during the month of September. D. Brodie will contact the City’s insurance carrier to secure an art rider on the existing policy as is done for One Book One Community art shows.
9. **COMMITTEE REPORTS**
   
   **A. Committee of the Future.** Library Board members Mark Perkins and Janelle Beuley, Friends members Carolyn Leavitt and Lynda Jones, and Library Director Debbie Brodie met on Tuesday, July 31 for the second time to discuss Library building space and a mini-plan for interior redesign. As mentioned above, the City did purchase the house located across the street from the Library. If the Friends were interested in using it as a book sale space, the City Manager would put the topic on an agenda for City Council members to consider. D. Brodie is hopeful that there would be storage space available for Library materials and supplies.

   Two Committee members and the Library Director visited the Cedar Mill Community Library to see examples of the two SelfCheck models – tabletop and kiosk - available for purchase. One Committee member preferred the tabletop model, and the other preferred the kiosk. D. Brodie said that Library Staff will also be visiting the Library soon and will come back with their opinions about operations and layout. Because it is Staff who will have to work with the public and the equipment, the decision about which model to purchase will be deferred to them.

   Wayne Holm, owner of Oregon Canadian Forest Products, who donated the North Plains Public Library building, has agreed to donate all remaining tiger wood he owns to be used in Library remodels.

   WCCLS Automation Systems Supervisor Sylvia Lee and WCCLS Automation staff member Kyle Ferguson met with D. Brodie and Library Clerk/IT Specialist Sam Ramirez to determine how to configure the new computers that will soon be installed. It is anticipated that a report will be available for the next Library Board meeting.

   It was determined that for the time being, no further meetings of this Committee will take place. The mini-remodel to add shelving, the acquisition of the SelfCheck machine, the method of blocking off egress on either side of the 3M detection system gate, and the purchase of new computers will likely be completed before another meeting is scheduled.

10. **AGENDA ITEMS FOR NEXT MEETING**

    **DIRECTOR’S REPORT**
    - Report on Rotating Art Exhibits in the Library
    - Report on September Library Card Sign-up Month

    **OLD BUSINESS** As needed

    **NEW BUSINESS** As needed

    **COMMITTEE REPORTS** None
M. Susbauer presented the following motion that was seconded by J. Beuley.

**MOTION:** There will be no Library Board meeting in September. The October meeting will be held in conjunction with the Banks Library Board, featuring a presentation by WCCLS Director, Eva Calcagno.

**ACTION:** Unanimously approved by all Library Board Members present.

1. **ANNOUNCEMENTS AND INFORMATION** None

12. **ADJOURNMENT**

L. Templin adjourned the meeting at 8:23 p.m. The next Library Board meeting is scheduled to be held on Tuesday, October 16, 2012, beginning with a potluck dinner at 6:00 p.m. in the Banks City Council Chambers.

Submitted by:

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Debra Brodie, Secretary

Minutes Approved: ______________