

**NORTH PLAINS LIBRARY BOARD  
REGULAR SESSION MEETING MINUTES  
WEDNESDAY, JUNE 19, 2013  
NORTH PLAINS PUBLIC LIBRARY  
31334 NW COMMERCIAL STREET, NORTH PLAINS, OR 97133-6215**

**1. CALL TO ORDER**

Chairman Jennifer Knowles called the meeting to order at 7:37 p.m.

**2. FLAG SALUTE**

**3. ROLL CALL**

**Library Board Members Present:**

Jennifer Knowles, Mark Perkins, Mark Susbauer, Laura Templin

**Library Board Members Absent:** None

**Library Staff Present:** Debra Brodie, Library Director

**Council Representative Present:** Councilor Glen Warren (arrived 7:44 p.m.)

**Visitors Present:** Stephanie Farris (7:30-8:00 p.m.)  
Renee Ramey (8:30-9:00 p.m.)

**4. CONSENT AGENDA**

**A.** Agenda Approval

**B.** Wednesday, April 17, 2013 Regular Session Minute Approval

M. Susbauer presented the following motion that was seconded by L. Templin.

**MOTION:** Approve the Consent Agenda and Minutes as presented.

**ACTION:** Unanimously approved.

**5. PUBLIC COMMENTS** None

**6. REPORTS**

**A. Library Director Report –June 19 through July 17, 2013**

**Summer Reading Programs for All Ages.** Registration starts on June 1 for all ages. This year's Pre-Reader and Kid theme is *Dig Into Reading*. The Teen theme is *Beneath the Surface*. The Adult theme is *Groundbreaking Reads*. There are awesome events and cool prizes for all ages. For details, check this website: <http://www.wccls.org/srp2013>.

Kids and Teens, just for signing up at the Library, you will receive one free general admission ticket to a Portland Timbers Reserve Team game, free fun at Bullwinkle's

Family Fun Center (including a round of miniature golf or Playland admission), and free rides at the Washington County Fair. If you meet your summer reading goal, you will also get a Portland Trail Blazer ticket voucher for a pre-season game and an Oaks Park Amusement Park discounted Deluxe Ride Bracelet. Throughout the summer, Kids and Teens will also have chances to spin and win more prizes and may attend numerous events and programs throughout the summer!

Adults may register online or at the Library. By registering, you are eligible to win one of these fabulous prizes: two-night stay for two at the Sylvia Beach Hotel, season tickets to the Portland Arts and Lectures Series, a \$200 gift certificate for Sunriver Resort, a \$150 gift certificate for Higgins Restaurant, season tickets to the Beaverton Civic Theatre, a \$70 gift certificate to Broadway Rose Theater, a \$50 gift certificate to Café Allegro, a \$50 gift certificate to Powell's Books, a \$50 gift card for the Tualatin Hills Park and Recreation District, a landscape painting by Pat Gerlach, or a climbing lesson and a one-month membership to Stoneworks Climbing Gym.

Adults, you may also join your Washington County friends and neighbors for an evening with Cheryl Strayed, best-selling author of Wild: From Lost to Found on the Pacific Crest Trail. Wild won the 2013 Oregon Book Awards' Readers Choice Award. Strayed will appear on Wednesday, June 26 at 7:30 p.m. at the Southridge High School Auditorium. Doors open at 7:00 p.m. Seating is limited and on a first-come, first-served basis.

**Wacky Wednesdays.** The popular Super Saturday events which take place each month during the school year are replaced during the summer by weekly Wednesday programs. All events take place at the Jessie Mays Community Hall beginning at 1 p.m. The summer line-up includes:

**June 26 Imagination Yoga.** Our energetic yoga facilitator will take the children on grand adventures as they imagine Yoga in the Castle, in the Jungle, in Outer Space, with the Dinosaurs, and more! This program is geared towards 2 -12 year olds.

**July 3 Digging on Mars.** Evergreen Aviation and Space Museum representatives will teach a hands-on lesson about Mars with a focus on aviation- and space-related science, technology, engineering, and mathematics. . All ages are welcome to attend.

**July 10 Rock N' Roll Kindy with Mo Philips.** This super interactive rock 'n' roll show is all about creating music and having a good time. All ages are welcome to attend.

**July 17 Dragon Theater Puppets Presents "I Dig Dinosaurs."** Join explorer, archaeologist, and host Shawnry Connery as he builds a time machine and travels through time with an exciting cast of characters to learn about the amazing world of the *dinosaurs*. All ages are welcome to attend.

**July 24 A Fool's Tale with Buster's Red Nose Revue.** Join Buster in his misadventures through the wondrously wacky world of the clown. His physical comedy will leave your face cracked up and belly splitting! All ages are welcome to attend.

**July 31 Smarty Pants Game Show.** Eating well...saving energy...bike safety. It doesn't exactly sound like summer vacation, but kids all over are laughing, learning, and earning the title "Smarty Pants," with this exciting traveling game show from the Educational Theatre Program. All ages are welcome to attend.

**August 7 Washington County Mobile Museum.** Come learn all about the first people of Washington County, the Atfalati-Kalapuya. Find out about what they wore, what they ate, and where they lived. All ages are welcome to attend.

**August 14 Revolutionary Revue.** Join us for a musical journey through the history of the United States, produced and directed by Kevin Muir, who brought us the mathematical musical adventure, "Alice In Mathland!" All ages are welcome to attend.

**August 21 Reptile Man and SRP Party.** Come celebrate the closing of the Summer Reading Program with the Reptile Man. Meet snakes, turtles, lizards and more! You don't want to miss this program and party!! All ages are welcome to attend.

**Teen Summer Reading Activities.** For those entering 6<sup>th</sup> - 12<sup>th</sup> grades. Group size must be limited to first 30 teens who show up. Both events are at the Jessie Mays Community Hall.

**July 23 Archery at 4 p.m.** Come learn how to shoot a bow and arrow! All skill levels are welcome!

**August 20 Hands on Henna at 6 p.m.** Learn all about Henna and get your very own Henna tattoo!

**Storytimes.** Children ages 0-6 are invited to participate every Wednesday at 11:30 a.m. in the children's section of the Library.

- June 19** Special Guest Storytime with hand wool spinner, Meredith. Watch her work her spinning wheel and listen to her spin a tale.
- June 26** Storytime with Youth Librarian Jackie: Bugs and Insects
- July 3** Storytime with Miss Marion: Celebrations
- July 10** Storytime with Children's Librarian Kay: Pockets and Kangaroos
- July 17** Special Guest Storytime: MetroWest Ambulance

**Library Book Club.** The Thursday, June 20 selections to be discussed are the historical novels, The Buddha in the Attic and When the Emperor Was Divine, written by Julie Otsuka. The Buddha in the Attic presents the stories of six Japanese mail-order brides whose new lives in early twentieth-century San Francisco are marked by backbreaking migrant work, cultural struggles, children who reject their heritage, and the prospect of wartime internment. When the Emperor Was Divine relates the experiences of a Japanese-American family in Berkeley, CA after the bombing of Pearl Harbor. The father is arrested and taken away in the night, and the mother and two children are relocated to an internment camp in Topaz, UT. This meeting will begin at 7:00 p.m. at the Library. New members are welcome. Refreshments will be served.

**Craft Night.** Bring your knitting, crocheting, or other personal craft projects to the Library on Thursday, June 27 from 6-8 p.m. for an evening of camaraderie and dedicated handiwork time.

**Holiday Closure.** The Library will be closed on Thursday, July 4 for Independence Day.

**Writers' Group.** Because of the July 4 holiday closure, the Writers' Group will not meet this month. The next meeting is scheduled for Thursday, August 1 at 6 p.m.

**First Friday Flick.** The PG-rated, animated action adventure film from Pixar to be shown on July 5 at 6 p.m. is about dreams coming true. By tying thousands of balloons to his home, 78-year-old Carl sets out to fulfill his lifelong dream to see the wilds of South America. Russell, a wilderness explorer 70 years younger, inadvertently becomes a stowaway. Seating is limited. Refreshments will be served.

**Friends of the Library Meeting.** There will be a regular meeting of the Friends on Monday, July 8 at the Library from 7:30-9 p.m. New members are welcome to attend.

**Library Board Meeting.** The next scheduled regular meeting of the Library Board will begin at 7:30 p.m. on Wednesday, July 17, at the Library.

**Library Bake and Plant Sale Fundraisers.** Thanks to generous donations of baked goods by our many Library Volunteers, Friends, and supporters, the Library Bake Sale held on Saturday, May 4 netted \$380 (\$265 last year). Thanks to the generous donation of vegetable starts and landscape plants by staff member Donna Medica, the Library's Plant Sales, conducted by Donna on May 11, 18, and 25, netted \$700 in sales (\$500 last year). (Patron Venita Volpp also donated dahlias, and staff member Sheila Nelson also donated a schefflera plant to sell as well.)

**Library Expansion Discussion.** A small committee consisting of the President of the Friends, the Chairman of the Library Board, the City Manager, the Library Director, and the Mayor (or a City Councilor), and perhaps others will need to meet to discuss how the Library might be expanded sometime within the next five years. Any plans made will have

to take into account the moving of Public Works from its current downtown location, the need to have a community room for storytimes and events, and the need for ample parking. It may be that the building of a new City Hall could be accomplished at the same time. Subsequent to this preliminary meeting, a Library architect will need to prepare a concept drawing for presentation at community meetings. Pricing and funding options will be determined at that time. D. Brodie discussed the qualifications of library architect David Wark of Hennebery Eddy Architects. She indicated that his work with Oregon libraries such as the Multnomah County Central Library, the Canby Public Library, and both Hillsboro Public Libraries, and with historical buildings such as Multnomah Falls Lodge and Crater Lake Lodge, make him her preferred choice to create concept drawings when the time comes.

**SelfCheck Statistics.** SelfCheck statistics reports for first-time checkouts will begin in July.

**B. Library Statistics Report.** D. Brodie reported that to date, there are 170 children and teens signed up in North Plains for the *Dig Into Reading* and *Beneath the Surface* Summer Reading Programs and 65 adults in the *Groundbreaking Reads* program.

**C. Financial Report.** D. Brodie noted that expenditures include payroll through May. The Library's total expenditures are anticipated to fall within budget at the end of the fiscal year on June 30.

**D. Friends of the North Plains Public Library Report.** M. Susbauer reported that the Friends met on June 10. The Audit Committee met prior to that to review receipts, expenditures, and processes and pronounced all financial procedures to be in order and the records balanced. Checking, savings, and money market accounts total \$30,878. The Friends have committed to donating \$6,000 for materials to the Library again in the new fiscal year and have set aside \$10,000 for programs such as One Book One Community and for Library furnishings as needed.

Elections were held at the June 10 meeting. The President for the next year will again be Margaret Reh, vice president will be Patti Tyson, Secretary will be Marrina Abelin, and treasurer will again be Carolyn Leavitt.

In anticipation of conducting a used book sale during Summer Fest and Garlic Out West over the second weekend of August, the Friends will reserve all of the Jessie Mays Community Hall the week beforehand to organize books and to identify materials for online sales. A Friends committee of eight people has been established to implement these online sales using space in the storage area (annex) of Jessie Mays. Spare Library computers have been set up for the Friends on tables acquired from the closure of Hillsboro's Shute Park Branch. An internet connection and phone service are available there. The committee will meet on Thursday, June 27 at the main Hillsboro library on Brookwood Parkway to learn procedures and tips from Barbara Wright of the Friends of

the Hillsboro Public Library on how to go about it. Acquiring a bank account, credit card, business name, and Amazon account will be the first step.

The next One Book One Community program will feature the book, Running the Rift, a novel about a Rwandan runner by author Naomi Benaron.

**7. OLD BUSINESS**

**A. Long Range Plan Discussion of Topic Area “Cooperative Vitality.”** A list of local activities that mesh with the overall WCCLS Long Range Plan activities during the current three-year levy cycle period was discussed by staff and presented by D. Brodie. Library Board members received and discussed the information below:

Topic area	Cooperative Vitality
<b>Goal 1</b>	<b>Residents continue to receive excellent countywide library service.</b>
Objective A	The Cooperative acknowledges that perceptions of libraries are changing and will continue to evaluate services and programs to meet evolving needs.
Activity a	The Cooperative will review progress toward Long Range Plan Goals, Objectives and Activities on an annual basis.
Activity b	The Cooperative will continue to review joint policies to improve customer services and the patron experience.
Activity c	Member libraries will schedule annual WCCLS orientations (including the WCCLS Welcome Booklet) for staff, advisory boards, and city councils.
<b>NPPL</b>	<b>Orientations are scheduled annually in the fall in conjunction with the Banks Library Board.</b>
Activity d	The Cooperative will conduct initial orientation and education for new WCCLS Executive Board members to build awareness of countywide library issues.
Activity e	The Cooperative will provide on-going education for Executive Board members regarding local, state and national library issues.
Activity f	The Cooperative will continue to explore options for streamlining service delivery and materials flow including rethinking technical services processing, delivery and sorting of materials, and information technology support.
Activity g	The Cooperative will publish and post on wccls.org annual reports, statistics, and other key documents to make them available to stakeholders and residents.
Objective B	The Cooperative will assess its structure, governance and funding options to ensure that they continue to meet residents’ needs for library services.
Activity a	In 2013, to ensure that its governance model serves the needs of member libraries and the public, the Cooperative will review structure and governance options.
Activity b	In 2014, the Cooperative will begin discussion of needs, and begin planning for countywide library funding for FY16-17+ including resident surveys, polling, etc.
Activity c	In 2015, the Cooperative will conduct a levy education program to support a November 2015 local option levy for countywide library services (assumes current combination of County General Fund and Levy Funding continues and no major change in governance or structure is made).

This was the final Topic Area of discussion and concluded the Library’s coordination of goals and objectives with the WCCLS Long Range Plan.

**B. Library Budget for FY 2013-2014**

D. Brodie provided copies of the "City Council Packet Draft Proposed 2013-2014 Budget" which was adopted by City Council on June 4. The Library Board members reviewed the

Library portion of the budget. D. Brodie noted that wage increases were approved, and overall Personnel expenses for the Library gained by about \$20,000. Materials and Services will remain roughly the same, and there are no anticipated Capital Outlay expenses for the new fiscal year. Total expenditures will be \$247,368, up from \$226,701 in the current year.

It was noted that on page 25 there appears a list of categories that make up the \$52,739 transferred from the Library to the Internal Service Fund for shared costs incurred by finance and administration. In addition, \$1,600 will be transferred to the Equipment Reserve Fund to build a reserve for future computer purchases. Together, Library Transfers total \$54,339, and this amount appears on pages 8 and 63.

D. Brodie expressed a desire in the new fiscal year to investigate installing a security camera in the building for better visual accountability of both front and back door traffic. Councilor Warren shared that there was a camera in use at Jessie Mays Park for surveillance of the former skate park that was located there, and that it may still be functional and available. D. Brodie will inquire about this and report at the next meeting.

## **8. NEW BUSINESS**

### **A. WCCLS Levy Countdown Calendar**

There will be a countywide election on November 2, 2015 for a new serial levy for library operations. Preparations for the election were already begun in May with an Executive Board retreat to review goals, governance options, and issues. Key among the topics in the year to come will be to determine the funding formula from which all libraries in the county benefit. North Plains will receive \$99,405 in the 2013-2014 fiscal year from WCCLS. It is hoped that the smaller libraries will benefit more financially from a revised formula in the future. After the measure is approved to be placed on the ballot by the Board of County Commissioners in spring 2015, all levy discussions and materials will be educational only from the county and the cities. The Political Action Committee, People for Libraries, will conduct promotional campaigning outside the scope of cities' and libraries' efforts to educate the public.

## **9. INTERVIEWS OF LIBRARY BOARD CANDIDATES**

Stephanie Farris was interviewed from 7:30-8:00 p.m.

Renee Ramey was interviewed from 8:30-9:00

Library Board members asked the candidates about their ability to attend Library Board meetings and to participate in various activities (examples being the Art of the Story Festival, the Summer Fest and Garlic Out West Parade, selling raffle tickets at the Dixie Mountain Strawberry Festival) and about their experiences in organizing and coordinating activities (examples being art exhibits and receptions). They were asked about prior experience in fundraising and marketing. They were asked if they had ever participated in efforts to educate the public about levy elections.

After each candidate had left, Library Board members discussed the fit for position of each and determined by unanimous consensus that Stephanie Farris would be their choice to recommend to City Council for appointment. Although both candidates represented a desirable demographic for Library Board composition (young children in family), Farris' availability for meetings and other activities was more definite, and it was noted that she had applied for this position previously. D. Brodie was asked to convey the Library Board's encouragement of Renee Ramey to become involved as a Volunteer or as a Friend of the Library in lieu of appointment at this time.

**10. AGENDA ITEMS FOR NEXT MEETING**

**OLD BUSINESS** Nothing identified at this time.

**NEW BUSINESS**

- A. Election of Officers**
- B. Review of Library Board Policies**

**11. ANNOUNCEMENTS AND INFORMATION**

The next regular meeting of the Library Board will be held on Wednesday, July 17, 2013. D. Brodie will investigate the possibility of holding this meeting at the Rogue Brew Pub and Eatery, 31500 NW Commercial Street, North Plains, OR.

**12. ADJOURNMENT**

J. Knowles adjourned the meeting at 9:41 p.m.

Submitted by Debra Brodie, Library Director