

## **Astoria Library Board Meeting**

Astoria Public Library

January 28, 2014

5:30 p.m.

**Present:** Library Board members David Oser, Gregory Lumbr, Arline LaMear, Susan Brooks, and Iliana Arroyo and ALFA representative Steve Emmons. Staff: Library Director Jane Tucker and Community Development Director Brett Estes.

**Call to Order:** Chairman David Oser called the meeting to order at 5:30 p.m.

**Approval of Minutes:** The minutes of November 26, 2013 and December 10, 2013 were approved as submitted.

**Approval of Agenda:** Susan Brooks requested the addition of New Business Item 7(b): First \$10,000 (Kiwanis). The agenda was approved as amended.

**Library Director's Report:** Director Tucker reported on the Food for Fines food drives, the upcoming art contest for the next set of library cards to be ordered, and the statistics for December 2013, which were down due to firmware problem in the server that also resulted in the loss of fine data for that day.

The library is considering the purchase of Freegal Music, an electronic resource that allows cardholders to download three songs per week with access to more than 1 million songs. The cost is about \$3,000 and the library currently has the funds. She anticipates the service will be popular with teens. Although teens can download music from other programs, the library receives many requests to purchase CDs, but that funding is not available.

The Board briefly discussed the library purchasing e-books versus having access to about 100,000 titles as member of the Oregon Digital Library Consortium, which cost the library about \$3,500 in 2013. That fee is decreasing as more libraries join the consortium and the library anticipates spending about \$2,500 in 2014. The consortium has been exploring other vendors to find better prices. The combined collection development account is well over \$100,000 because all of the member libraries contribute. E-books are not owned, the licenses to use them are purchased and these are sold differently to libraries than individuals. The licenses must be renewed when they expire. Some library users do not have their own devices to download digital materials and would need to borrow these devices from the library. The library is not currently in a position to purchase its own e-books or expand its licensed collection. The library may eventually be able to buy its own e-book collection, but Director Tucker did not anticipate that happening within the next 10 years.

### **Board Reports:**

#### **Item 5(a): Reports of Community Presentations**

Ms. LaMear reported that she and Greg Lumbr presented an update on the library renovation project to the Mom's Club at Robert Gray School. Two of the women were concerned about their ineligibility to receive a library card despite having an Astoria post office address, as they live outside the city limits of Astoria. The group was definitely enthusiastic about having a new, large children's area. About ten people attended the meeting. Guest Libby Lawrence, Mom's Club, 92217 Asamiv Road, Astoria said she had presented the ROCC Program to the Mom's Club in December, so the group is aware that children can get free library cards.

Chairman Oser reported he had presented to several school parent groups, involving about 30 people total. The schools' principals also attended and he believed the library will be allowed to make presentations to school groups and parent teacher organizations. The schools and children can do things and be involved in many ways. Everyone in attendance was supportive of what the library was doing, but there was no significant feedback. He and Mr. Lumbr will speak on KMUN's *Talk of Our Town* on January 29, 2014 at 9:30 a.m.

Director Estes reported that he, Chairman Oser, City Manager Paul Benoit, and Director Tucker met with Steve Forrester and Sam Johnson from the Maritime Museum to discuss fundraising and creating a foundation. The conversation was encouraging.

Ms. LaMear reported that she, Chairman Oser, and Director Estes met with Ginnie Cooper, who has been library director of the Washington DC, Brooklyn NY, and Multnomah County libraries, and she provided a lot of helpful information and encouragement.

Director Tucker asked Board members to email her with details about any community presentations they make so she can add the information about the date, time, number in the audience, and any significant questions or comments to the meeting agendas. All contacts, whether with friends or standing in line at the grocery store, could be noted for the Board meetings.

**Update on ALFA Activities:** Steve Emmons reported that ALFA's beginning balance on January 1, 2014 was \$4,760.41 and the ending balance is \$3,294.29, due to some one-time expenditures. He thanked the Board for gathering input from the community and making their presentation to City Council.

#### **New Business:**

##### **Item 7(a): Introduction of Draft Revised Standards for Oregon Public Libraries**

Director Tucker explained that the Oregon Library Association's (OLA) public library standards are being updated by the Oregon Library Association Public Library Division Board and a group of about 30 librarians representing many types of libraries from around the state. The OLA will vote on the standards in April 2014. She distributed copies of the draft to the Board because the new standards, which are comprised of three levels and are outcome based, will help with the renovations. She encouraged the Board to review the draft and provide feedback.

Chairman Oser asked that this item remain on the agenda for the next meeting.

##### **Item 7(b): First \$10,000 (Kiwanis)**

Ms. Brooks said she is a member of the Kiwanis Club of Astoria. Kiwanis has set aside a \$500 donation towards the library renovations and plans to raise the first \$10,000 of renovation funds by challenging other organizations in the community to match their contribution. The club applied for a \$2,500 matching grant from the Kiwanis Foundation. The matching grant and matching funds from 15 organizations will achieve the goal of \$10,000. Kiwanis will hold the money until a funding vehicle is in place to accept the donation, which will be turned over to the library in January 2015.

The Library Board supported the Kiwanis efforts. Ms. Brooks said that Kiwanis has its letters ready to send out on February 1, 2014. The official name of the campaign is The First \$10,000. Director Tucker suggested the Board send a letter of thanks on City letterhead to Kiwanis, which would start the donor file and put the donation in writing as verification for the club's grant application. She also suggested publishing a letter of thanks in *The Daily Astorian*, describing the Kiwanis' goal and that the funds would go to children, which is part of Phase I of the renovation.

#### **Old Business:**

##### **Item 8(a): Renovation Update**

###### **(i) Review of Joint Work Session**

Director Estes said the Library Board and City Council Joint work session went well. City Manager Paul Benoit was not present, so he had the opportunity to participate. It was exciting to see all of the people that support the renovation plan. The Library Board's recommendation was accepted by City Council.

###### **(ii) Next Steps**

Director Estes said that he, Director Tucker, and Public Works Director Ken Cook met to discuss engaging with the owner of the Waldorf building. The owner needs to be updated on the City's plans and a plan of action must be developed.

One of the next steps is getting the community involved with creating a foundation. Ginnie Cooper and Ruth Metz will meet on February 22, 2014 at Clatsop County Community College with other renovation supporters to get an implementation plan started. While Ms. Metz has agreed to assist, she indicated that her work would be minimal, as the creation of a foundation must be led by the community. David Oser as

the Chair and Arline LaMear as a council representative would attend the meeting and report back to the full board. Director Tucker added that a timeline and rough plan would be created during that meeting.

### **Council Goal Setting**

Ms. LaMear requested some guidance as she wanted to make sure the 2014 City Council Goals included a substantive library goal.

Director Estes addressed comments and questions from the Board regarding Council's upcoming goal setting session as follows:

- He described Council's goal setting process, which involves the City Manager, a facilitator, and City Council members working as elected officials.
- Once City Council's goals are adopted, the goals become direction to Staff. The goals are used during the budget process and Staff works through the year to achieve the goals.
- He confirmed the Waldorf Building will have to go back through the HLC.
  - Ms. LaMear added she would appreciate the Library Board's input and would take their suggestions to City Council.
- He described the process of drafting Council goals, which involves polishing rough language into a draft that is reviewed by the public. Public feedback may lead to more revisions before the goals are finalized. Director Tucker added the new goals will be implemented in July for the new fiscal year. An existing goal is to continue with the library renovation planning.

The Board agreed and recommended that the City Council goal should be, "To begin the implementation of the Library Renovation Plan adopted by City Council in 2014."

### **(iii) FAQs for Community Presentations**

Ms. LaMear noted she felt some of the questions received at the community presentations were challenging to answer well and suggested that the Board and Staff discuss responses. Having consistent responses from the Board is important, which can be difficult because people can ask the same question in different ways. Identifying frequently asked questions would be helpful so the Board and Staff can be consistent when addressing questions. The focus should remain on frequently asked questions as opposed to random questions.

- Director Estes and Director Tucker agreed to develop answers to some of the frequently asked questions.
- Telling the story will be easier after meeting with Ruth Metz and Ginnie Cooper and the Board would be better able to discuss next steps as well.
- Having Board members send in the broad comments/question that are being heard will help build a pool of questions and the Board can identify which are most important.

Director Estes wanted to add the frequently asked questions and their responses to the project website. With capital campaigns, people either want to donate or want to understand more about the concept. It may not be possible to satisfy everyone, but the City would do the best it can in light of the project done by Ruth Metz. Director Tucker reminded that the report answers many of the questions.

Director Estes and Steve Emmons excused themselves from the meeting at this time.

**Board Member Comments:** There were none.

**Public Comments:** There were none.

### **Items for Next Meeting's Agenda:**

The next Library Board meeting would be held February 25<sup>th</sup> at 5:30 p.m. The Draft Revised Standards for Oregon Public Libraries would continue on that agenda.

**Adjournment:** There being no further business, the meeting was adjourned at 6:57 p.m.

Respectfully submitted,

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Paula Pinyerd, ABC Transcription Services, Inc.