

Astoria Library Board Meeting

Astoria Public Library

June 24, 2014

5:30 pm.

Present: Library Board members David Oser, Gregory Lumbr, Arline LaMear, Susan Brooks. Staff Library Director Jane Tucker and ALFA Representative Steve Emmons.

Call to Order: Chairman David Oser called the meeting to order at 5:30 pm.

Approval of Agenda: The following items were added to the Agenda: discuss changing the date of the September meeting, filling vacant Board positions, and updates on forming the library foundation. The agenda was approved as amended.

Approval of Minutes: The minutes April 22, 2014 and May 27, 2014 were approved as submitted.

Renovation Update: Director Tucker stated she and Arline LaMear met with Mayor Van Dusen and she had attended another meeting with Mayor Van Dusen and Community Development Director/City Manager Pro Tem Estes. The Mayor has appointed a renovation committee.

Director Tucker noted that each group involved with the renovation would be expected to support each other by attending City Council meetings, sharing meeting minutes and agendas, and keeping the lines of communication open. She noted Mayor Van Dusen appointed only two Library Board members to the renovation committee because the Board has other work it needs to tend to; however, everyone on the Library Board is encouraged to attend the renovation committee meetings, which will be open to the public. Gregory Lumbr will be leaving the Library Board to serve on the renovation committee. David Oser, Arline LaMear, and Gregory Lumbr have been appointed to the renovation committee. The committee's first meeting is tentatively scheduled for late July 2014. Director Tucker explained the process of getting a sole-sourced contract approved.

Update on Forming a Foundation: Chairman Oser stated the legal documents for forming the foundation have been signed and Attorney Reynolds is registering the foundation as a company in the State of Oregon. The 501 (c)(3) paperwork will be completed before the end of the year. A board has not yet been established, but a group of organizers has been meeting. He will finalize the minutes of their last meeting over the weekend and the group will begin contacting potential members to invite them to serve on the foundation. The goal of the foundation board will be to raise local funds and Chairman Oser wants to receive \$5.00 from each family in Astoria. Widespread public participation is more important than the amount of local money. The foundation will accept donations from citizens, but also apply for grants as will the City. While the foundation is intended to be a permanent entity, its initial purpose is to raise funds for the renovation.

The Board confirmed that City Staff had not relayed any updates about the Waldorf property.

Board Reports:

Item 5(a): Reports of Community Presentations

Chairman Oser asked if anyone had received feedback from the community, either formally or informally.

Ms. LaMear said it was difficult to build and maintain excitement about the renovation. She suggested hosting a kick-off event. Formally speaking to groups is also difficult because so few details about the project have been developed.

Director Tucker reported that she had spoken to the Lions Club.

The Board discussed accepting donations before the foundation is formed. Susan Brooks noted that there had been limited response to Kiwanis' First \$10,000 campaign. She believed presentations and donation requests needed to be made to the other clubs. Kiwanis has collected \$2,500 so far, which could be used

for filing fees and supplies. She suggested a Library Board member and a Kiwanis member make presentations together. Susan Brooks reminded Board members to make organizations aware that even though the foundation has not yet been established, they could donate to the renovations through Kiwanis.

The Board discussed making presentations with Kiwanis. Ms. LaMear suggested a presentation be made to Rotary Board members, rather than the general membership. She volunteered to make the presentation.

Director Tucker reported that her presentation at Rotary went well. Ms. LaMear asked questions that helped remind Director Tucker of important points she had wanted to present. She recommended pairing up for presentations in future.

Library Director's Report:

Director Tucker reported that for the fifth year, the Library has been awarded the Libraries ROCC Grant, which is \$98,000 this year. Seaside will be the fiscal agent for the Phase 2, Year 2 grant. Warrenton has joined the program for Phase 2, Year 2, beginning July 1, 2014. She reported on summer programming, including the kick-off party at Camp Rilea and participation by Knappa and Jewell Schools. Ms. Brooks noted that the program has received good coverage on the radio.

Issues with migrating to the cloud have been resolved. However, the system slows down around 5pm each day and the cause has not yet been identified. She reported on the most recent statistics, noting the numbers were down due to the data migration.

Update on ALFA Activities:

Steve Emmons reported that ALFA would be making room for new materials at Phog Bounders.

Director Tucker explained that donated books should be brought to the library, not Phog Bounders. However, the library can only accept one small box at a time. Library Staff refills the section of books for sale from the ALFA boxes as space permits. ALFA also sells movies and CDs that the library takes out of circulation. She reported the ALFA balance was \$3,612.96.

The Board briefly discussed the details of ALFA's revenue and expenses. Revenue came from the copier and a few donations. ALFA's expenses included special bags for readers, speakers, program expenses, supplies, and recording the ROCC summer reading video. Director Tucker noted that the Seaside Friends of the Library and ALFA each contributed \$250 towards recording the video.

Mr. Emmons reported that ALFA discussed ways to help the library foundation with monetary donations at its last meeting.

New Business:

Item 9(a): Rescheduling Fall 2014 Meetings

Following discussion about vacation schedules, the Library Board meeting of August 26, 2014 was rescheduled to August 19, 2014, and the meeting of September 23, 2014 was rescheduled for September 9, 2014. Director Tucker agreed to send emails to remind the Board about the schedule changes.

Item 9(b): Filling Library Board Vacancies

Director Tucker noted that Julie Yuill keeps the Mayor updated on which appointments need to be made to the City's boards and commissions, and she had reminded the mayor of the Library Board's vacancies when she met with him.

Old Business: There was none.

Public Comments: There were none.

Items for Next Meeting's Agenda: There were none.

Adjournment: There being no further business, the meeting was adjourned at 6:40 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.