

Astoria Library Board Meeting

Astoria Public Library

July 22, 2014

5:30 pm.

Present: Library Board members David Oser, Susan Brooks, and Kate Summers. Staff Library Director Jane Tucker and ALFA Representatives Charlotte Langsev.

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

Approval of Agenda: The agenda was approved as submitted.

Approval of Minutes: Susan Brooks noted that at the April 2014 meeting, the Board discussed that she would remain on the Board. Since this was reflected in the April minutes, the June minutes should be modified to officially reflect that she was reappointed to the Library Board.

The minutes of June 24, 2014 were approved with the change.

Renovation Update: Director Tucker said the Renovation Committee meeting has been scheduled for Tuesday, August 12th, from 5:30 to 7:00 pm at the Library. Chairman Oser and Arline LaMear have been appointed to the Committee, but all Board members are encouraged to attend. At the meeting, committee members will review renovation efforts to date and tour the library.

Chairman Oser said the Astoria Public Library Foundation is now incorporated. However, a few more things need to be done before the foundation can apply for 501(c)(3) status, including approval of the by-laws. Beth Lafleur notified him via email that she would not be able to volunteer for the Foundation. The next meeting is tentatively scheduled for Thursday, July 24th. It is important for a member of the public, not himself or a Library Board member, to get the foundation started.

The Library Board discussed finding someone to lead the Foundation. Chairman Oser noted the role of the Foundation is to do some local fundraising and some Foundation level fundraising with entities that could not contribute to a municipality. The Foundation needs to be established as a 501(c)(3) before tax-deductible donations can be accepted.

Director Tucker said as part of the funding plan, Laura Meeker has created a spreadsheet of granting entities with details about each one. Granting entities are concerned with getting the maximum benefit for the dollars they are contributing. Given the complexity of funding plans, she will encourage the City to consider hiring a professional fundraiser.

Board Reports:

Item 5(a): Reports of Community Presentations

Director Tucker said she had not given any formal presentations.

The Board discussed that it might be beneficial to pay attention to the Clatsop Community College bond, for which professionals were hired to run the campaign, in case the library ends up going out for a bond.

Library Director's Report: Director Tucker shared a photo of the Millicent Library in Fairhaven, Massachusetts, Director Tucker's hometown, from *The Public Library of Photographic Essay* by Robert Dawson, who has photographed libraries all over the United States.

- The Summer Reading Program and Rural Outreach in Clatsop County (ROCC) have been very successful. She described the Bug Chicks event, which had 161 participants. Chris Leebrick will be at the library on Wednesday, July 23th. The library has received a lot of positive feedback on the blended service provided by ROCC, which enables them to interchange between the three libraries in Seaside, Astoria and Warrenton.
- The Public Library Division Board of the Oregon Library Association wrote new standards for libraries. Board members are applying a scoring sheet to their own libraries to see if the new standards will

work. Director Tucker reviewed the specific details regarding how Astoria scored on the new standards. She suggested the Library Board discuss one section of the new standards each month in preparation for the Strategic Plan. This would lead to a work plan and a guide to present for public input. This work would also inform the Communications Plan, temporary service disruptions, etc. She hoped to have all seven standards reviewed by April 2015.

- She explained Planning for Results, a specific process that involves community leaders in pinpointing community's needs. The panel then reviews how the library could meet those needs. The process results in a set of outcomes used to measure the library's success and a description of the types of activities that meet community needs. Information gained while reviewing the standards will inform the strategic planning process. Planning for Results provides a targeted response to the public.
 - There is also an annual boot camp for libraries trying to implement a Strategic Plan. Many attendees at the boot camp did not believe a library as small as Astoria's could implement a Strategic Plan. However, the library was able to implement the entire plan and beyond, with the exception of the building. An OCF liaison said that fact was important to note this when applying for grants.
 - She distributed copies of the new standards, which have been adopted by the Oregon Library Association membership.

The Library Board consented to review one standard at each meeting, beginning in August 2014, in preparation for the Strategic Plan and provide feedback to Director Tucker. The Board and Staff discussed how the review process should be conducted and decided to review Governance first.

Update on ALFA Activities: Charlotte Langsev reported on some of ALFA's larger expenses from the previous month, which included a new display stand that will allow the front cover of the books to face out, making the stacks more inviting. The ALFA balance is \$4016.47. ALFA is also looking for new members.

New Business: The Board members and Staff introduced themselves to Kate Summers, the newest member of the Library Board. Kate Summers shared information about herself and her family, noting her education and work experience.

Old Business: No new business.

Public Comments: No members of the public were present.

Items for Next Meeting's Agenda: Review and discuss the new governance standard would be included as New Business.

Director Tucker reminded that the next two Library Board meetings were rescheduled for August 19th and September 9th 2014 at 5:30 pm. The November and December meetings are typically combined to accommodate the holidays and are usually scheduled for the first or second week of December.

Adjournment: There being no further business, the meeting was adjourned at 6:20 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.