

Astoria Library Board Meeting

Astoria Public Library

September 3, 2014

5:30 pm.

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

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: The minutes of August 19, 2014 were not available.

Renovation Update:

Item 4(a): Library Foundation

Chairman Oser reported that Richard Hurley assisted with preparing the 501(c)(3) Form 1023. The Library Board discussed the possibility of using the new Form 1023 EZ, which is for organizations that expect to receive \$50,000 or less in the first three years. Ms. Brooks said she would do some research about the legal and accounting implications of using the new form, which most Board members were in favor of using.

Mr. Hurley had explained that the Foundation can begin to accept tax-deductible donations under the 17-Month Rule, so Chairman Oser has asked the Foundation directors to open a bank account. The next step will be to work on increasing the Foundation's membership.

Item 4(b): City Staff

Director Tucker reported no update from City Manager Estes on the Waldorf at this time.

Item 4(c): Renovation Committee

Director Tucker reported that she had distributed the paperwork pertaining to the demolition application of the Waldorf, the decision on the application, and the minutes of the public hearing held in November to the Renovation Committee and the Library Board.

The Library Board discussed their decision to promote using the Waldorf space because it was included in the plan they adopted. Chairman Oser and Ms. LaMear can explain the Board's position on the Waldorf at the next Renovation Committee meeting.

Board Reports:

Item 5(a): Reports of Community Presentations

There had been no community presentations.

Library Director's Report: Director Tucker reported the roof repair should be finalized this week, and she could move back into her office. The library will host 20 programs during this September and October. The library will use a new system to track program costs, staff time and volunteer time.

Update on ALFA Activities: Charlotte Langsev reviewed ALFA's income and expenses and reported that their balance is currently \$4812.10.

Director Tucker added that Ms. Langsev and Steve Emmons would represent ALFA at the City Services Fair on September 18, 2014 from 4:00 to 7:00 pm at the Aquatic Center. The library will close at 2:00 pm that day to set up for the fair. Nick Benas and Kate Summers offered to volunteer at the library's booth.

New Business: Director Tucker handed out copies of the new library cards, which will be issued at the City Services Fair. The Library Board and Staff discussed the images on the new library cards, which will

be available at the library beginning on September 19th. Patrons who wish to change an active card for a new design will pay a \$6 fee. A press release will announce the new cards.

Old Business:

Item 9(a): Review of OLA Public Library Standards: Staffing Standards

Director Tucker reviewed the suggestions made at the August 19, 2014 meeting about how to comply with new governance standards. The Library Board and Staff reviewed and discussed two of the new staffing standards with these key discussion points:

Human Resources

Chairman Oser was concerned that limited funds could mean the library would have to choose between sufficient staffing and an appropriate benefits package. Director Tucker explained that because the library is a City library, benefits packages must be in compliance with the union agreement. Ms. Brooks reminded that the Library Board is simply reviewing possible compliance issues and can decide later if action items should be suggested or if feedback should be forwarded to OLA.

Director Tucker believed the library could improve on the staff training standards, services in languages other than English, and technology support, but that the library did well with youth services and event programming. She noted that Library Staff is well-educated and qualified. Ms. Brooks believed the library did a sufficient job of providing technology support. The Library Board and Staff agreed that overall, the library met Human Resources standards.

Diversity and Community Engagement

Ms. Brooks noted that reviewing the standards gives the Library Board ideas about how to support the library as they move forward with future planning.

The Board and Staff discussed how the library works to serve the Hispanic community. The Board agreed that the library complied with making their Strategic Plan well known to Staff, volunteers, and partners. Partnerships with other entities were discussed and Staff noted that more formal agreements have been requested by the library's partners.

The Board and Staff discussed addressing the needs of the community. Ms. Brooks suggested collaborating with other library systems in the area that have the ability to provide some of the services mentioned in the new standards.

Chairman Oser asked how disabled people were made to feel welcomed. Director Tucker said there was only so much she could do until there is a renovation to the existing building.

Public Comments:

A member of the public stated she was impressed by the education of Library Staff, which she did not believe many Astorians were aware of. She added that Astoria is very casual, so people just do not think about education.

She referred to the discussion about the diversity standards and asked if there were any Latinos on the Renovation Committee or any other library group. Director Tucker said the library had sought diversity in the Renovation Committee. Ms. Brooks added that a Hispanic woman just resigned from the Library Board.

The Library Board and Staff discussed ways the library could improve outreach in the Hispanic community when writing the new Strategic Plan. Demographics indicate the Hispanic community is more inclined to use smart phones. Ms. Brooks suggested the library ask bilingual students at Tongue Point to volunteer for story time.

The Library Board and Staff discussed reports that Tongue Point students are banned from the library. Director Tucker assured that Staff has never banned any Tongue Point students. She explained that rules are established by Tongue Point administration because the school is a closed campus. Ms. Brooks added that the students are allowed to take the bus into town and are welcome at the library. She

explained the Quality of Life Program at Tongue Point, where use of the public library is often discussed. Students are told they can use the library and a member of Tongue Point staff offers to assist the students. Tongue Point is ultimately responsible for any books checked out by the students.

Items for Next Meeting's Agenda: Director Tucker reminded that the Library Board would return to its regular meeting schedule. The next meeting is scheduled for October 28, 2014.

Adjournment: There being no further business, the meeting was adjourned at 7:15 pm.

Respectfully submitted,

Jane Tucker, Astoria Library Director