

Astoria Public Library
Astoria Library Board Meeting
May 28, 2013
3:30 p.m.

Present: Library Board members David Oser, Arlene LaMear, Susan Brooks, and Iliana Arroyo. ALFA representative Charlotte Langsev, Staff Library Director Jane Tucker.

Excused: Gregory Lumbr

Call to Order: Chair David Oser called the meeting to order at 3:30 p.m.

The Board members introduced themselves to new Library Board member Iliana Arroyo. Ms. Arroyo briefly described her background and circumstances that brought her to Astoria and to serve on the Board.

Approval of Minutes: The minutes of the April 23, 2013 meeting were approved as submitted.

Approval of Agenda: The agenda was approved as submitted.

Library Director's Report:

Director Tucker presented the Library Director's report, which was distributed to the Board. Her key additional comments included:

- The Rural Outreach in Clatsop County (ROCC) Grant application has been submitted for the fourth year. She updated Ms. Arroyo on the program and provided background information on the Library Services and Technology Act (LSTA) funds.
- The statistics were down only slightly, which was surprising considering the CSO construction. Staff assumed construction would slow library traffic and allow time to complete some projects, but that was not the case.
- She noted the library switched to a new website in mid-April 2013 from which she hoped to have statistics by the end of the month.

Ms. Brooks noted the statistics were down significantly from the same time last year; however, public access to computers was unknown and was probably not factored into the value. She requested clarification regarding the Strategic Plan bench mark, noting she did not see where the asterisk at the bottom next to "public computer use down" applied. Director Tucker stated she would find out what the note referred to.

Chair Oser recalled the Board had previously discussed why some of the statistics were low for the value per item, such as magazines and audio books. Director Tucker noted the statistics would have to be readjusted on July 1, 2013. Ms. Brooks added that website hits was having a big effect on the statistics. Director Tucker explained the Library was now on the City's website.

Director Tucker reported about her attendance at the Oregon Community Foundation North Coast Leadership Council meeting, where discussion focused on how to help children and families and on education in Clatsop County. Poverty and transportation were identified as problems in the community and capacity building and operating expenses were also discussed.

Board Reports: No reports.

Update on ALFA Activities:

Charlotte Langsev reported that ALFA received a donation of \$134.60, putting the account balance at \$3,917.80. The donation came from the Standard Employee Giving Campaign Employee Donations from New York. She has attempted to find the donors to give thanks but the individual donors are never identified. Ms. Brooks suggested the donor might be someone who used to live in Astoria.

New Business: No new business.

Old Business:

Item 8(a): Update Regarding Futurist/Planner

Director Tucker stated staff had prepared a memorandum recommending that City Council conduct a public hearing on competitive solicitation requirements and consider a contract with Ruth Metz Associates at their June 3, 2013 meeting. The memorandum asks Council to conduct a public hearing for the purpose of taking public comment on the findings for exemption from the competitive solicitation requirements and adopt findings that authorize the direct appointment and to approve a contract with Ruth Metz Associates to provide library renovation planning services in the amount of \$52,000.

If approved, Ruth Metz and her team expected to have their work completed by the end of this September. Chair Oser stated that he planned to attend the City Council meeting.

Ms. Arroyo asked what concerns might be discussed during the public hearing. Ms. Brooks replied that if someone believed they had been excluded from the process unduly, they would have the opportunity to speak.

Chair Oser believed it would be helpful for Director Tucker to show Ms. Arroyo the University of Oregon student's work. The Board discussed how the students created these boards, noting that the students did not have to consider a budget. Chair Oser noted the work on the library renovations was similar to the work the Astoria Historic Downtown Association was doing with Michelle Reeves as far as rethinking downtown.

Director Tucker updated Ms. Arroyo about why the library needed to be renovated and provided some history on the library building.

Ms. Brooks asked for an update on the budget hearing. Director Tucker replied that the budget was approved.

Chair Oser suggested that the Library Board pass a resolution thanking the Staff for their response to a recent incident in the Library. Director Tucker replied the City Council had acknowledged staff at the May 20 council meeting.

Chair Oser moved that the Library Board formally thank Staff and congratulate them on a job well done. Susan Brooks seconded the motion, which passed unanimously. Ms. Brooks offered to get a personalized thank you card that the Library Board could sign for Staff.

Board Member Comments: There were none.

Public Comments: There were none.

Items for Next Meeting's Agenda:

Chair Oser noted the Board would discuss what happens at City Council regarding the contract with Ruth Metz. Any other agenda items could be emailed to Director Tucker. He clarified that the Board had decided to postpone any decision about expanding the size of the Board or forming a committee until the Planner/Futurist could provide feedback. Chair Oser noted the Board should continue to submit names of possible new board members to build a pool. Ms. Brooks asked that expanding the Board be kept on the agenda.

Chair Oser added that the election of officers should also be added to the next agenda.

Ms. Arroyo stated she would like to discuss the expectations of new board members. Chair Oser explained that typically, the Library Board provides advice and is a sounding board for the Director. The Board also acts in an advisory role on a variety of issues. The Board also helps with the public perception of the library and is the liaison between the community and City administration.

Adjournment: There being no further business, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Jane Tucker, Library Director

DRAFT