

**MINUTES**  
**Library Advisory Board**  
**October 11, 2007**

Elaine called the meeting to order at 7:05 p.m.

**CALL TO ORDER**

**Members present:** Elaine Day, Bethany Gabbert, Vlasta Havel, Dick Nguyen, Mark Schwier, Eve Slinker

**ATTENDANCE**

**Members absent:** Dick Haglund, Ray Lambeth

**Library staff members:** Elizabeth Hughes, Chad Reisig, Sonja Somerville, Gail Warner

Minutes were reviewed for August 8, 2007. Eve moved and Vlasta seconded that minutes be approved. Motion carried.

**MINUTES**

Chad said the Obo Addy concert made the cover of the Statesman Journal weekender and sold out. Obo Addy is being inducted into the Library of Congress in the spring. He received two standing ovations at the concert. Author Sherman Alexie sold out two weeks in advance of the event. Quite a few tickets were sold to the Polynesian Paradise the night of the Obo Addy concert. The West Salem High School Rotary Club concessionaire was pleased with their proceeds from the event.

**OPEN ISSUES**  
**Entrepreneurial**  
**Projects**

Sonja said the author series has been finalized with Sherman Alexie in October, Maria Amparo Escandon in February, and Marcia Muller and Bill Pronzini, wife and husband, in April. Muller and Pronzini have declined an honorarium and will only be paid travel expenses. There is the possibility of planning an Oregon writer's forum.

Chad said the computer software training has been hugely successful, with classes being offered for Microsoft Word and Excel. City employees sign up and departments pay \$45 for each participant. Approximately 150 employees have received training since the inception of the program. The group discussed the costs to the library of providing the training and the revenue to the library. The only real expense for the library is the expense of the software licenses for software loaded on the training computers at \$20 per license through the Bill & Melinda Gates Foundation.

None.

**OLD BUSINESS**  
**None**

(The tape recording malfunctioned at this point in the meeting.)

**NEW BUSINESS**

Gail reviewed the proposed 2008 holiday schedule. The schedule reflects the Union bargained holidays, with minor exceptions due to operational needs.

**2008 Holiday**  
**Schedule**

Bethany moved and Eve seconded that the board accept the proposed 2008 holiday schedule. Motion carried.

**MOTION**

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Sonja said the library is seeking funding approval for the second year of the LSTA grant "Librarians for the Future." The second round of applicants is being reviewed and interviews will be scheduled shortly. Six interns were hired through the summer, and five interns will be hired for the fall term. Two of the interns from the summer have expressed a desire to continue in the field of library science. Sonja said this is a three-year grant. **Librarians for the Future Grant**

Sonja said the summer reading program was hugely successful with 5,225 participants. The theme was "Get a Clue" and was very well received. The summer reading store, setup in the Discovery Room, is always very successful. **Summer Reading Program**

Gail said the carpeting is almost completed. Bistro area lighting will be upgraded to full spectrum. The carpet looks very nice. **Plaza Carpeting**

Gail said the three coordinators for the project (Gail, Sonja, & BJ) have alternately been out of the office, so plans have been slow going. Gail has an architectural contact and the square footage available is more than the library anticipated. The space is ideal with a separate entrance, no windows and private space. The library will seek out a teen librarian a year before launching the program to have them fully involved in the process. **Teen Library**

Gail said circulation is up 11%, while staffing has increased minimally. Reference transactions are up; volunteer hours are up, while actual volunteers are down. Chad said he's working on a lay-person's interpretation of the annual report numbers comparable to those of private book store sales and he shared some of the statistics. The group liked the comparison of library statistics to retail book store statistics. **Annual Report**

Mark moved and Bethany seconded that the annual report for FY 2006-07 be accepted. Motion carried. **MOTION**

The nominating committee recommended that Dick Haglund be appointed chair person, and Ray Lambeth be appointed vice-chair. **Election of Officers**

Dick moved, Mark seconded that the nominations be accepted. Motion carried. **MOTION**

Bethany said she would no longer be able to serve as the Foundation liaison. Mark volunteered to serve as Foundation liaison.

Vlasta moved, Bethany seconded that Mark serve as Foundation liaison. The motion carried. **MOTION**

No report. **REPORTS**  
**Chair's Report**

Gail said the management team is spending Monday, Wednesday and Friday of this week interviewing six applicants for the position of Public Service Division Manager. The group discussed Jason Openo's new position in Canada. Gail said she is the interim manager for Public Services until a new manager is hired. A 5 person staff panel is also involved in the interview process. **Director's Report**

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Gail said the annual city budget process is beginning. CCRLS is beginning a planning process involving a consultant. Gail said this is approximately the fifth time a consultant has been brought in to evaluate how to improve services among the various cooperative libraries. The group discussed the various services of CCRLS and what services Salem uses from CCRLS. The Keizer issue has come up again and Gail said the board would be revisiting this issue in the next year.

**Director's Report  
(continued)**

Gail talked about Josephine and Jackson county libraries and possible ways that those libraries would reopen. LSSI may be employed to operate those libraries. LSSI is a private consulting firm who administers libraries. The group discussed the options for Jackson and Josephine county libraries.

Sonja said the Reference division computer classes, offered free to the public, were being under-attended. With a redesign of the marketing materials, classes have now been filled to capacity.

**Community  
Relations Report**

Another new book club has been added called "Books for Dessert." The group meets at 7:00 pm on the first Tuesday of the month. The first meeting was attended by 12 participants, which was very successful, and looks to be continuing strongly. Four more employees have volunteered to lead the discussions.

The Friends Book Sale is scheduled for Thursday 10/18 through Sunday 10/21.

**Friends Report**

Bethany said the Foundation has a new president, Bob d'Entremont. The Foundation will be holding another Foundation Day in the spring. Holiday Retirement donated \$15,000 over the next two years to the Teen Library.

**Foundation  
Report**

Mark asked if anything further had been done about library furniture. Gail said that she met someone who designs furniture. She said that the library needed commercial furniture to be sturdy and resilient enough to withstand heavy use. After the new division manager is hired, she will revisit this project and utilize the services of the designer.

**Miscellaneous**

Gail suggested the group check out the new carpeting in the Plaza Bistro Area after the meeting.

The next board meeting is on Wednesday November 14, 2007, 7:00 pm, in the Heritage Room.

**NEXT MEETING**

The meeting adjourned at 8:25 pm.

**ADJOURNMENT**

Submitted by: Elizabeth Hughes, Staff Assistant