

# Vernonia Library Board

## *Meeting Minutes for*

Wednesday, September 7, 2016

701 Weed Ave

Vernonia, OR 97064

6:00 P.M.

- I. Regular meeting was called to order at 6:00 pm by Janelle Cedergreen.
- II. Board members, Audeen Wagner, Myrrinha Kibben, Betty Ann Smith, Janelle Cedergreen, and Haley Ayres, were present. Library Director Shannon Romtvedt was present. Lynn Fulgham was excused.
- III. Betty Ann Smith made a motion to accept the agenda, seconded by Haley Ayres. Motion passed.
- IV. Minutes from June 2016, regular meeting were reviewed. Audeen Wagner made a motion to accept the minutes seconded by Betty Ann Smith. Motion passed.
- V. No public comments.
- VI. Board member reports on items not on the agenda. Janelle Cedergreen asked if the Library Board was still pursuing an improvement to the current book drop (now a mail slot). Library Director said the book drop was not a current project but will review the details of the bookdrop with Nancy Burch to report for the next meeting.
- VII. Old Business
  - a. Library Director updated Library Board on Summer Projects. Dog tie posts have been used by patrons but the one placed on the WOEC side of the building was stolen. Security cameras are in place and running as of the end of July. Five individuals / families are using the library through the Adult Nonresident Sponsorship program funded by Library Board.
  - b. Board members decided to have refreshments at each meeting and members signed up for upcoming months.
  - c. Audeen Wagner nominated Haley Ayres for Vice Chair. Haley Ayres accepted and all were in favor.
  - d. Library Director reminded board members that there is an open Library Board position. A couple of individuals have expressed interest and have been given applications but there are no applications to review at this time.
- VIII. New Business
  - a. Board members reviewed the Computer and Internet Use Policy, adopted by City Council in March 2015. Library Director noted the policy is fairly new but wants to

consider changes to time allotment due to patron issues. Board members decided to try one Express Computer with a half hour maximum time enforced by staff. And to pursue time management software before considering changes to the policy.

- b. Board members reviewed a newly drafted Circulation and Membership Policy. Members had questions and suggested a few wording changes. Library Director will redraft for approval at next meeting.
- c. Library Director passed around the *Vernonia Public Library Needs Assessment Questionnaire* that was presented to the community at the beginning of 2013. Library received 32 responses to the questionnaire and feedback was provided to board members. Board members were in favor of updating the questionnaire for the Fall or Spring and highly publicizing it to get more return. Janelle Cedergreen suggested sending it with the Utility Bill and offering it online. Haley Ayres suggested a display in the library to promote the survey.

IX. Director's report

- a. Library Director announced that the Oregon State Library statistics for 2015-2016 have been submitted. Statistics will be reviewed at the next meeting.
- b. Upcoming events: Author night with Oregon mystery author Warren C. Easley on Thursday, September 22, 6:30 pm. And a craft for K-5 children on Thursday, September 15, 4 pm.
- c. Library Director would like to consider items listed under "Essential Levels of Achievement" in Standards for Oregon Public Libraries (2015 Revision) for future Library Board projects / review. A link to the document will be sent to members to review and print copies provided at a later meeting.

X. Reports/recommendations to city administrator or city council.

- a. Haley Ayres, new Vice Chair

XI. Agenda items suggested for the next meeting on Wednesday, September 7, 6 pm.

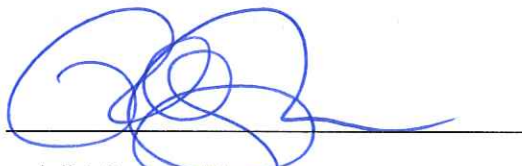
- a. Demo of time management software
- b. Finalize Circulation and Membership Policy
- c. Needs Assessment Questionnaire

XII. Betty Ann Smith made a motion to adjourn the meeting. Haley Ayres seconded. Motion passed. Meeting adjourned at 7:10 pm.

These minutes were approved at the October 17<sup>th</sup>, 2016 City Council Meeting.



Stephanie Borst, City Recorder



Randall J. Parrow, Mayor