

## Newport Library Board

March 21, 2012

### Minutes

**Present:** Carol Ruggieri, Cindy McEntee, Chip Norman, Sharon Beardsley, Ted Smith, Sheryl Eldridge (note-taker)

The meeting was called to order at 5:20.

The minutes of the January 18 meeting were corrected. Chip moved to approve the minutes as corrected. The motion passed.

#### Librarian's Report

Ted reported that the upholstered chairs were cleaned recently and look much better. The cleaning didn't cost too much. The south side of the building is being repaired because the old windows were leaking. The rows of windows above the stacks will not be replaced, because of the added expense, but the Young Adult corner and the southwest corner downstairs will keep their existing windows. The funds for the repair are coming from the City's building and maintenance funds.

The next Newport Reads event, a screening of the movie "One Flew Over the Cuckoo's Nest," will take place on April 10 at the Performing Arts Center. The discussion with Cynthia Whitcomb will be held on April 12 at the Newport Senior Center.

Ted presented the library goals to the city council on March 5. He went over the goals that the city council gave him to do. We will plow the savings on our new catalog system into collection development. We will be able to install new lighting and possibly security cameras. The city may have all energy audits done at one time, instead of each department doing it on their own.

The two new library groups, Chinook (Waldport, Siletz, Toledo, and OCCC) and Ocean Library Consortium (Newport, Driftwood, and Tillamook County), have come up with an agreement. In April we will issue duplicate cards so patrons from the Chinook system can have our cards. Only patrons with cards from the Ocean libraries will be transferred to our new database. We will stop taking holds for each other's patrons on April 2, to reduce the chance of lost holds. There will be a period where holds will be dropped. When people try to place a hold on items in a library from the other system, they will get a message to talk to the circulation desk or call the library.

For the time being, people who live in the Chinook towns will need to pick up their holds here. Another option they have is to get books through interlibrary loan, but we won't implement it until after we both go live with our new systems. We will give out handouts to patrons starting in April, letting them know what is changing and what will be the same. The patron may have one card or two, but they won't be denied service, since they will be part of the Lincoln County Library District. We will still have a courier, so books can be returned to any library, and they will be sent back. We won't charge for ILL to or from libraries in the Chinook system.

Library staff went to Tillamook for Millennium meetings last week. We'll do another set of training in April. We've used Go-to-Meeting for discussions in between. Chris is the Tillamook

County IT coordinator for the library system. Any benefit that the Tillamook County Library gets from him, we will also get without an added cost. If Tillamook IT did work specifically for us, we would have to pay. Tillamook Bay Community College is joining with Chinook.

One of the special features of Millennium is that it will make phone calls, send email, or send text messages to cell phones to let people know when an item is in.

Ted suggested forming a four person ad-hoc committee, two from the Board and two from the Foundation, to plan what people want to accomplish at the retreat on April 28. It will be held in the McEntee Room. Ted suggested Michele Eder Longo and Laurie Mackey represent the Foundation. He wants to be sure the line of demarcation between the Foundation and Board is clear. The Retreat should only address library Foundation issues, such as how the Foundation can augment the programs, collections, and services of the library. Carol Ruggeri and Cindy McConnell volunteered to represent the Board on the committee. Ted will ask Janet Webster to consider being a facilitator for the meeting. The time was discussed, perhaps 10-4 or 10-2. Once the agenda is scheduled, we'll have a better idea of how long the meeting will be. Carol would like the ad-hoc committee to meet soon. Ted will email everyone to see when everyone can meet.

Ted passed out the library policies for review. Seaside had a challenge to their meeting room use by an extreme group. If people need clarification or have comments on the policies, they can talk to Ted or bring questions to the next meeting. We do sometimes ban people from using the library.

The Trustee Handbook was passed out. It was written by the Oregon State Library, and is a good resource for information for Library Trustees.

The next meeting will be in May. At that time, we will have been using our new system for about a week.