

**Salem Public Library Advisory Board
June 13, 2018**

Nick called the meeting to order at 5:31 p.m.

CALL TO ORDER

Members present: Bill Distad, Harry Iwatsuki, Louise Newswanger, Sigrid Olsen, Jeff Skrysak, Lois Stark, Nick Wood

ATTENDANCE

Members absent: Callen Sterling (excused)

Guests: Karoline Herkamp (Teen Advisory Board), Ben Toledo (Teen Advisory Board)

Library staff members: Lilly Gamaney, Danny Smith, Sonja Somerville, Sarah Strahl

None.

APPEARANCE OF INTERESTED CITIZENS AND PUBLIC COMMENT

Minutes were reviewed for April 11, 2018. Nick moved and Louise seconded that minutes be approved. Motion carried unanimously.

APPROVAL OF MINUTES

Minutes were reviewed for May 9, 2018. Nick moved and Lois seconded that minutes be approved. Motion carried unanimously.

INFORMATION ITEMS

Nick shared that he, Jeanne Stewart (President, Friends of SPL Board), and Judy Martin (President, Salem Public Library Foundation Board) will meet next week.

Chair's Report

Sarah introduced herself to the LAB group and shared an update on Library news:

City Librarian's Report

- Library staff member Heather Yehnert has been promoted to Library Assistant II in the Youth Services Division;
- Library staff member Navneet Khangura is leaving SPL to move to California. Navneet has worked several years in the Circulation Division;
- A new Department Tech Analyst has been hired. This position will work with IT matters behind the scenes and directly with patrons in the Computer Center;
- The Circulation Division is hiring new Library Aides;
- Recruitment for a new part-time Library Assistant III continues with 12 applicants interviewing next week;
- West Salem Branch Library (WSBL) will be closed from July 9 – August 20 for painting, repairs, HVAC work, and siding replacement; A comprehensive press plan is in place for this closure and will include press releases, signage at both Library locations, social media postings, and website postings;
- Library staff added a special picture books collection for the Children's Room with financial support from the Salem Public Library Foundation (SPLF);
- Youth Services Division staff are preparing to launch a collection

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- of STEM Explorer Kits in February 2019;
- Youth Services Division staff are working to expand the Launchpad collection with financial support from Salem Rotary;
- Salem Budget Committee has approved the Library's 2019 budget;
- An Owner's Representative from Portland has been selected by City officials to steward the Library bond project; The official request for proposals (RFP) for design teams is closing soon; Following selection of the design team, a construction manager will then be selected and a public forum will be arranged to engage the public;
- Orangeboy surveys have gone out to community members with nearly 4,000 responses returned already; Survey responses will continue to be collected for one week; Library staff are working closely with Orangeboy representatives to plan a public forum sharing the results in Fall 2018;
- Geology Rocks event on August 4 will have authentic moon rocks, crafts, and activities;
- Summer Reading Club (SRC) has begun in the Youth and Adult Services Divisions with volunteer interns helping with SRC programs and events.

Louise asked if the \$1.00 DVD fee had been removed from the Library fee schedule. Sarah confirmed that Council is on track to adopt a fee schedule for FY18-19 that no longer includes this DVD fee.

Harry asked about the distribution methods being used by Orangeboy researchers to collect surveys. Sarah said that patrons and other stakeholders are being surveyed by phone and email.

Lois shared a patron's question about public involvement in the selection of architects for bond-related construction. Danny said that in a few weeks the project team will come together to review the RFP's for architects and design firms and then interview applicants. Danny said that eventually, a liaison from LAB will be appointed to represent the public during the design phase of this project. Danny said that this appointee will provide recommendations to a subcommittee of Salem City Council tasked with stewarding the Library bond project. Danny said that these areas for public involvement will participate more actively once the public bidding process for vendors is closer to completion. Nick confirmed that this was the approach with the 2014 Children's Room remodel: public input was invited during the design phase after vendors had been signed on through a public bidding process that is regulated by public purchasing law.

Lilly shared that Carol Voeller would not be in attendance at the current meeting due to an injury. Lilly shared that the Friends' annual one-day Children's Book Sale is scheduled at the Main Library's Anderson Rooms for Wednesday, June 20, 10:00 a.m. to 4:30 p.m. in coordination with the kickoff of children's and teen SRC events.

Friends Report

Lois shared an update on SPLF news:

- The SPLF Board approved the Library's budget request for FY18-19;

Foundation Report

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- The SPLF Board is actively recruiting new members.

Ben Toledo and Karoline Herkamp, both graduating seniors and members of the Library's Teen Advisory Board (TAB), shared an update on TAB news:

TAB Report

- TAB members and families attended the 90-Second Newberry Film Festival in Portland;
- TAB members are the Oregon winners for the national SRC Teen Video Challenge; The video can be viewed on YouTube and is being used as a promotional tool available for libraries across the country taking part in SRC programming;
- The TAB group is recruiting 4-6 new TAB members;
- TAB members are working on the ever-popular Clue Live program, coming up on July 5;
- Teen SRC will kick off in one week;
- TAB members are working on Oregon Library Association's statewide panel to produce a Teens' Top Ten book list.

Nick asked how new TAB members are added to the group. Ben explained that new members apply in the Teen Scene and TAB members evaluate submissions and interview applicants.

DISCUSSION ITEMS

Lois reviewed the discussion that had occurred around this item from the group's May 2018 meeting and the methods she used to estimate that parking fees collected in one year average out to around \$8,000. Lois proposed allocating \$8,000 from LAB-stewarded funds to offset the cost to remove parking fees on metered spaces in the Library parkade on Saturdays. Lois suggested that this parking incentive could continue through the time that bond-related construction begins on the facility. Sarah confirmed that it will likely be another full fiscal year before any bond-related moving/relocation will occur. Nick asked which City entity would receive such a proposal from LAB and be able to take effective action on it. Danny said that it would likely be a joint project between several City entities including Salem City Council and the Urban Development Department. Danny said that in discussing the proposal with Community Development Director Norm Wright, the concern from City staff is how to establish a sustainable solution for removal of parking fees that would continue beyond a set period. Lois asked if parkade upgrades and other work on the parkade were included in the bond. Sarah clarified that the bond was specifically intended for seismic upgrades and implementation of new parking solutions was not a central focus of the scope of the bond.

Free Saturday parking (Lois)

Sigrid added that the current proposal was first introduced in LAB meetings as a thank you to the community for supporting the bond. Harry advocated for funding a long-term solution over the current proposal. Lois asked if both the current proposal and a long-term solution could be pursued. Nick said the LAB group can allocate money from the funds it stewards and recommend actions that would use these funds to relevant City entities. Danny reminded that the LAB group has no July meeting and estimated that it may take one month to mobilize all of the necessary City resources to take action on such a proposal.

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Nick moved to allocate \$8,000 to pay for parking on Saturdays in the Library parkade and to recommend that City Council, the City Manager's Office, and the City's Urban Development Department accept this money and use it to cover costs for implementing free parking on Saturdays. Lois seconded. Motion carried with Harry voting against.

Motion: Allocation of funds and recommendation to City to remove parking fees on Saturdays

Jeff said he is concerned about the possible loss of patronage during any period that library operations and programs may be relocated due to bond-related construction. Jeff asked Library staff to talk about how other libraries have attended to this concern during similar projects. Danny said that he has had mixed experiences participating in remodels at other libraries, including both significant increases and decreases in patronage. Nick said he would ask Jeanne Stewart and Judy Martin for feedback on this question at their meeting next week, specifically pertaining to the Library's move in the early 1990's to a temporary location during the remodel of the Main Library that was completed in 1991. Louise reminded that WSBL did not exist when the last move occurred, and that she would expect a big spike in usage at WSBL for any relocation related to the current project. Danny reminded the group that once the time comes for selection of any temporary location, a LAB member will be asked to provide feedback on possible sites.

LAB support during bond construction (Jeff)

See City Librarian's Report for discussion related to this item.

Public process for library construction project (Lois)

Lois asked for an update on current vacant LAB seats. Lilly said that the City's Boards and Commissions Committee met May 17 and, at this meeting, voted to recommend Bill be appointed to a second full term, Jeff be appointed to a first full term, and new applicant Francine Boullosa be approved for a partial term to expire on June 30, 2020. Lilly said that these recommendations are now before City Council to approve or deny at their June 25 meeting.

Recruitment of new LAB members (Lois)

The group said they had no issues with the proposed holiday closures for 2019.

2019 holiday closures (Library staff)

None.

ACTION ITEMS

Nick said he would talk with Jeanne Stewart and Judy Martin at their meeting next week about a meeting of all three boards, but suggested that it would likely not be scheduled before Orangeboy survey results were presented in Fall. Nick reminded the group that there is no meeting scheduled for July.

MISC BOARD ITEMS

The next board meeting will be held on Wednesday, August 8, 5:30 p.m., in the Board Room. The meeting adjourned at 6:37 p.m.

NEXT MEETING & ADJOURNMENT