**6:30pm REGULAR MEETING**

1. The meeting was called to Order at 6:32and a quorum was established. Members present: Heather Sowa, Jenny Aker, Robert Kister, Curt Schneider. Others present: Jackie Mills, Library Director; Mark Daniel, Acting City Manager. Member absent: Sharon Otte
2. **Approval of Minutes—**MSP to approve the minutes from Oct. 20, 2021 as written.
3. **Chair Report--none**
4. **Library Director’s Report**
   1. **Statistics:** reviewed the statistics for FY2021-22, July-Dec. Jackie pointed out that even though the patron visits are about half of pre-pandemic levels, that circulation is almost the same as pre-pandemic levels. Jenny Aker asked how we keep track of patron visits. Jackie explained that we keep an actual tally of visits. When the library was closed, we kept track of patron interactions (i.e. curbside holds, packet distribution, etc.).
   2. **Updates on projects, programs and training**

**Programming:** The library was planning to resume in-person programming in January, with a calendar all prepared and ready to print… and then the omicron variant happened. Many area libraries are closing due to staffing shortages and/or city mandates. So far, Mt. Angel has evaded such closures but in-person programming has been put on hold.

**Platz:** Bids have been received and a contractor has been hired. Work has been delayed due to rain but he hopes to have the back door cement slab installed next week.

**Hold lockers:** Cameras are to be installed next week. Once the concrete slab is complete and the lockers are bolted to the cement, the after-hours hold lockers should be ready to go!

**New Items for checkout:** We now offer six lighted pocket microscopes for checkout. A telescope with prepared slides is coming soon.

**ILLs:** Inter-library loans (done through CCRLS) should resume soon.

**Hazelnut Festival:** The Friends of the Library sponsored a Library booth/Usborne Book Sale for the first time. It was very successful. The booth made $3636.24 which translates into $909 in Usborne books for the library and $436 in cash which more than covered the booth fee. We hope to do this every year with volunteers covering many of the shifts.

**Elementary Book Giveaway:** Because Jackie was ill during the summer, and we didn’t distribute activity kits and books at the free school lunch site as planned, we had many books and kits left over. In cooperation with a new reading challenge at St. Mary’s Elementary, Jackie distributed 245 free books and kits to each student at the school in December. The Hazelnut Festival booth was also promoted.

**$1200 donation:** A patron donated $1200 to the library. While talking to him, Jackie suggested the purchase of a variety of Launchpads in English and Spanish. Launchpads are pre-loaded learning tablets that feature a variety of themes for different age groups. The donor was enthusiastic about this use of the funds. Jackie was asked how many this would buy. Because the price varies, she didn’t know but will provide an answer at the Feb. meeting.

**TV in the Community Room:** The projector in the Community Room died. Replacement was budgeted but Woodburn IT suggested the purchase of a large screen SMART TV instead. The clarity is better and it costs less. A 77” TV was installed in Dec.

**Upcoming Training:** Jackie will attend the Public Library Association’s national conference in Portland in March. She will also complete two advanced FEMA trainings in April and May. All the directors/supervisors in the city are attending these so we will be prepared for future emergencies. She will also be on vacation from Feb. 4-16.

* 1. **Status of grants**

**Libraries Transforming Communities** ($3000): All the requirements of this grant are completed. But there were significant funds unspent (must be spent by Feb. 28, 2022) because we could not hire a Spanish speaker last summer. After speaking with grant officials, the money can be spent to fulfill any needs that were revealed during the Community Conversations. One thing that came up frequently was the lack of things for teens to do. One teen suggested having Movie Nights in the Park during the summer. So the funds will be spent purchasing an outdoor theater system.

**Libros for Oregon ($1000 in Spanish books purchased for the Book Festival in Guadalajara):** the books should be arriving soon. They are mostly adult titles to refurbish a very sad adult Spanish section. The library also receives $200 to cover the cost of cataloging and Jackie just found out that they have extra funds, so we will be receiving an extra $200 for Spanish materials to distribute at events. Curt asked if we had many Hispanic patrons. Even though almost 30% of the population is Hispanic, that percentage is not reflected in our library visits. It is a goal of Jackie to change this and hopefully an updated adult Spanish section will help.

**STEAM Equity grant:** The big news is that our first exhibit will arrive in mid-Feb. and will be on display from Feb. 22-May 10. In the meantime, we have developed an “exploration space” around the theme of space that features a book display and activities for a variety of ages throughout the library. Keith Teem also built a custom table where the display case used to be for use for this purpose. One of the requirements of the grant is to assemble at least 3 STEAM kits for checkout. Jackie will be working on this over the next few months.

1. **Committee Reports—none**
2. **Old Business**
   1. **Review EDGE Initiative Progress—**nothing new to report. Until in-person programming resumes, that will not change. Jackie requested that we continue to keep this on the agenda (to keep Jackie accountable) but not as an action item unless something changes. LAB members agreed.
   2. **Review Oregon Library Association Public Library Standards Progress—**the only new item to report was that Library Advisory Board orientation took place. Last week, Jenny and Curt attended an orientation. As with the EDGE Initiative, we will keep this on the agenda but not as an action item unless our programming status changes or something new has been accomplished.
   3. **Strategic Plan Progress—Presentation—**Jackie presented the PowerPoint presentation that she prepared and presented to the City Council in December, summarizing the results of the Community Conversations thus far. The presentation was also one of the requirements of the LTC grant. Jackie also requested that the timeline be adjusted (again) until she can have in person events with several groups that have not yet been represented and had their voices heard. Bob Kister asked if the Council is using this information to inform their decisions. Chief Daniel responded. Bob also asked how this information will impact library programming. Jackie replied that teen programming is a focus, as well as cooking classes for healthy eating.
3. **New Business**
   1. **Library Budget Proposal—**We reviewed this year’s budget proposal and discussed similarities and differences for next year’s. The biggest “ask” will be for a full-time Youth Services Coordinator position because it is difficult to keep good employees on a part-time basis. Jackie is hopeful this will be considered because employee retention is one of Council’s stated goals and because the Community Conversations revealed a lack of things to do for teens. Mark Daniel also spoke to the employee retention issue, stating that it is a city-wide issue.
   2. **Potential new services: buttons and lamination—**The library owns a button making machine and a laminator (for 8 ½ x 11”). She would like to offer these to patrons for their use, suggesting $.50 per button and .50 per laminated sheet. Bob asked if other libraries offer this service. He suggested that 3x the cost of materials is a reasonable amount to charge. Jackie will find out if other libraries offer these services and determine the cost of materials per item before the next LAB meeting. The library can also use the button machine at outreach events. It was stated the tweens/teens seem to really like buttons. It was suggested that the library could host an annual teen art contest to promote the library and then sell the buttons. Jackie suggested April for National Library Month. Heather suggested Banned Books Week. Bob asked about the possibility of the library acquiring a 3D printer. Jackie stated that we would probably need to write a grant and she is willing to do that after this grant is coming to a close. She also stated that she is hesitant to get a 3D printer because the cost of materials are so expensive and use is prohibitive to those who can’t afford it, which is contrary to a library being a “free” place. Jenny suggested coming up with a “scholarship” fund that people can apply to in order to use a 3D printer.
   3. **Review LAB By-Laws, Ethics and Protocol policies—**no comments. LAB members will sign the Ethics Policy and bring to Jackie.
   4. **Liaison with Friends of the Library—**the LAB should be supporting the work of the FOL and have a liaison that regularly communicates with a FOL representative. We will bring it up at the next meeting.
   5. **Meet in person instead of virtually?—**it was decided to meet virtually in Feb. and try to meet in person in May, depending on the current situation at that time.
4. **Public Presentations--none**
5. **Adjournment at 8:11**

**Next Meeting Date: Wednesday, Feb. 23, 2022**