

MT. ANGEL PUBLIC LIBRARY ADVISORY BOARD MINUTES

Community Room

Wednesday, Jan. 18, 2023

6:30pm

1. Call to Order at 6:30

LAB Members Present: Heather Sowa, Sharon Otte, Jenny Aker, Jackie Mills

LAB Members Absent: Curt Schneider

Guests Present: Mark Daniel, Kristen Buehner, Kendal Coquillet

2. Changes or additions to the agenda—none

3. Approval of Minutes—MSP as written

4. Chair Report—none

5. Library Director's Report

- a. **Hiring Status of new position**—Kristen Buehner was hired and started at the end of November. She is doing great and has already taken over social media, promotion and the eNewsletter.
- b. **Statistics**—reviewed the statistics for the first five months of FY2022-23. Jackie pointed out that while the circulation stats have bounced back to pre-COVID numbers, the patron visits have not followed suit. She was surprised at that because it seems like we are so busy. Mark Daniel asked how we keep track. Staff keeps track in real time on a tally sheet. He pointed out that some folks might be missed just because we are so busy and stated that perhaps the most accurate method would be a counter. Jackie stated that we had tried that but it never worked correctly. She will look into a different model.
Jenny asked what happened in October that the program numbers were so high. It was the Candy Crawl on Halloween which had over 450 visitors, many more than we planned for. Trick or Treaters received candy, a book and an activity packet. The rest of the activity packets (left over from summer) were handed out at Santa at the Library.
- c. **Updates on projects, programs, and training**
Library Endowment wording: Jackie reported that the Council approved the new wording in July as well as the updated LAB Bylaws.
New LAB Member: Bob Kister resigned from the LAB in October. We have been advertising for a new member and received one applicant this week that will go to the Council/Mayor for approval.
Tree: The tree was planted in early November.
Food For Friends & Toy Drive: In lieu of Food for Fines in November, the library hosted Food for Friends, as well as a toy drive. The library collected over a dozen toys and two boxes of food that were donated to Mission Benedict for the Christmas boxes.
Training: Jackie reported that she will be presenting at a national virtual conference on February 24—Small Libraries, Big Ideas. The topic will be “Staff Evaluations Made Easy.” She will also be a part of two sessions at the Oregon Library Association conference in Bend in April. She will be speaking on STEM programming and Summer Reading Program “Blue Bins” where each of the small libraries in CCRLS create ONE program and then rotate to each library throughout the summer, maximizing time, effort, and resources.
- d. **Status of grants**
STEAM Equity Grant: we have nine new STEM Kits that are currently being circulated with more to come; the new exhibit is here and installed, though Jackie needs to do some

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troubleshooting on one of the modules; there will be a grand opening for the exhibit on Feb. 2 with postcard invites--please pass out to anyone who might be interested; the library hosted a MS Family Science Night in November in collaboration with 2 MS science teachers, Brielle Karcher and Stephannie Stearns, that went really well.

LSTA: Jackie met with MASD Superintendent Rachel Stuckey about writing a Library Services and Technology Act (LSTA) grant for a catalog/circulation system for the school district, with KB providing 5 hours/week to facilitate. The grant is due on Feb. 28. LSTA grants are offered annually through the State Library of Oregon who administers these federal funds. The library received a LSTA grant previously to purchase the computer lab.

6. Committee Reports

- a. **Technology Plan—tabled until the Strategic Plan and survey are completed**
- b. **Survey**—the ad hoc committee of Jenny and Heather met last week and reviewed several different surveys to come up with a list of questions. Jackie passed out a draft to all attendees and asked them to complete and return to her with comments/suggestions, and an indication of how long it took. The goal is to get the survey link in the eNewsletter, have paper copies and publish it in *Our Town*. We will also translate the survey into Spanish.

7. Old Business

- a. **Unattended Children Policy/Children’s Code of Conduct**
We reviewed the revised Children’s Code of Conduct and removed the word “disruptive” at Chief Daniels’ suggestion. MSP to accept the revised version. Jackie pointed out that the Unattended Children Policy is in reality a procedure that will be included in the library’s Emergency Handbook. No action needed.
- b. **Review of Collection Development Policy/Reconsideration of Materials**—Jackie informed the LAB that there is a trend in the library world to examine all policies in light of Diversity, Equity and Inclusion. She requested that this agenda item be tabled until she can attend two upcoming trainings and will present an updated proposal at the Feb. meeting.
- c. **EDGE Initiative**—Jackie provided the history of the EDGE initiative and reviewed the library’s progress. Most items have been completed or planned to be completed by Spring 2023.
- d. **Review LAB by-laws, ethics and protocol policies**—LAB read the documents and signed an updated Ethics Policy for 2023.

8. New Business

- a. **FY2023-24 Library budget proposal**—tabled until Feb. meeting, although Jackie does not foresee any major changes from last year’s budget.
- b. **OLA Public Library Standards (2021 edition)** LAB evaluated the library against each indication in Sections 5 & 6:
 - i. **Section 5: Technology Standards**
 - ii. **Section 6: Community Engagement and Advocacy Standards**

9. Public Presentations—Chief Daniel expressed his thanks to the LAB for their support of the library and Jackie. Heather expressed a desire to attend 2023 OLA Library Legislative Day on Feb. 15 with Jackie. Jackie will look into it and also find out who our current legislators are.

10. Parking Lot

Review progress of: Strategic Plan—tabled until Survey is completed

11. Adjournment at 8:15pm

Next Meeting Date: Wednesday, Feb. 15, 2023 @ 6:30pm in Community Room