



# **Ledding Library Board Meeting Minutes**

**January 25, 2010**

**Ledding Library Pond House**

**Meeting called by:** Library Board Chairperson, Tom Hogan

**Board Members present:** Tom Hogan, Colleen Schacht, Ron Rasch, Kay Sweetland Bower, Mark Docken and Robert Biswas-Diener.

**Board Members absent:** Ed Zumwalt

**Guest:** Mayor Jeremy Ferguson

**Library staff:** Joe Sandfort

## **Meeting Minutes**

**Call to order:** Library Board Chairperson Tom Hogan called the meeting to order at 6:30 pm.

**Approval of minutes:** The minutes of the December Library Board meeting were approved.

### **New business**

**Mayor Jeremy Ferguson:** Mayor Jeremy Ferguson stated that he would like to talk with the Library Board about two issues: the decision by the Milwaukie City Council not to renew the contract of City Manager Mike Swanson and the Authors' Quarterly program series. Mayor Ferguson acknowledged that Mr. Swanson had been a strong supporter of the library and affirmed that the City Council and Budget Committee are as well. He then said that a recruitment process is currently in place to fill the vacant Finance Director's position, which may be filled on an interim basis, possibly by hiring on a temporary basis an employee from another municipality. The League of Oregon Cities may be another source for an interim Finance Director. The Mayor then stated that Mr. Swanson's contract runs through February 28, 2010. A recruitment process will be established to fill the City Manager position. Library Board Chair Tom Hogan

said that he appreciated hearing the Council's and Budget Committee's support for the library.

Mayor Ferguson then spoke about the Authors' Quarterly Series (AQS). The Mayor met with chair Hogan and Library Director Joe Sandfort in early 2009, asking for advice on how to develop a successful literary program. The concept of the program, developed by local author Amanda Morgan, was to bring the general public into contact with authors. Starting in July, 2009, AQS events have been held at the Ledding Library Pond House in which a panel of authors discusses a wide range of topics connect with their writing. The Mayor has agreed to host these events, but asked for help in planning and publicizing the AQS. His goal is to increase audience attendance at each event. Specifically, Amanda's needs should be identified and clarified, a list of contacts should be developed, and a structured process for publicizing the AQS should be set in place. Tom reported that Library Board Member Ed Zumwalt had been appointed as the Board's liaison to the AQS and that Ed would explore the process used to select authors and to increase audience participation. Board Member Mark Docken said that we need to take advantage of the Library District to advertise events centrally – that the LINCC website would be an excellent place to spread the word about individual library's events. Mayor Ferguson said the he recognized the need for a timeline so that the events could be publicized effectively. Board Member Robert Biswas Diener said that marketing tools such as the email list developed by the Poetry Committee could be used to disseminate publicity. The Mayor observed that the Friday Memo mailing list could also be used, along with articles in The Pilot. Board Member Colleen Schacht warned that sharing of email lists may cause ethical issues. When people sign of for poetry emails, for example, they are promised that "We promise to keep your information private." The Mayor then stated that the next AQS event would be held on April 22. Colleen then emphasized the importance of meeting publicity deadlines and of producing attractive materials for distribution. Mayor Ferguson concluded by saying that he will notify Amanda that she will be working with Ed on the AQS. On an unrelated topic, the Mayor said that in a couple of years, he would like the Friends of the Library to be permitted to use the City Hall fire bay to sell books during Sunday Markets.

**Librarian's Report:** Library Director Joe Sandfort reported that the Library Network Office (LNO) has been given three priorities in its efforts to improve the computer system that was installed during August 2009: to increase the speed of the system, to implement the acquisitions module and to improve the quality of the system's reports. The LNO is currently working on these assignments. Joe then said that he has started working on the library's budget for FY2010-2011. He has not yet been given an overall assessment of the city's financial condition heading into the next fiscal year. Joe then stated that Anne MacDonald of Rivergrove Environmental Consulting has completed a substantial amount of work on the deck permitting process. He concluded his report by notifying the

Board of the Friends' Annual Meeting (January 28 at 1:00 PM) and of the Planning Commission meeting (January 26 at 6:30 PM) at which the Pond House Book Store's impact on its surrounding neighbors will be evaluated.

## **Old Business**

**Library District Advisory Committee (LDAC):** Mark notified the Board that the next meeting of the LDAC will take place on February 11 at the Library Network Office. He went on to say that Clackamas County does not yet have a functioning library district – that we have a mechanism for carrying out the distribution of funding. Mark feels that cities and libraries do not want District involvement in their operations. He also observed that there are five library directors on the LDAC and that this composition of the committee hinders its creativity. Citizens, Mark believes, would make much stronger library advocates than would directors. Mark is weighing the idea of speaking to the city councils of those libraries whose directors are attending the LDAC. He will keep the Board apprised of his plans and will work to develop a Board consensus around his future actions on this issue.

**Authors' Quarterly Series (AQS):** The Board agreed that the basic concept of the AQS – to bring local authors into contact with the public – is excellent. A wide-ranging discussion then took place, focusing on how to provide the AQS with a larger audience. This discussion will be resumed at the February Board meeting.

**Library Programming Policy:** Discussion of the changes made to the Library Programming Policy was tabled until the February meeting. The Board thanked Robert for his work on this project.

**Pond House Art Group:** Tom reported that the Art MOB will meet with Board members, Colleen, Ron and Tom at the Pond House on February 4<sup>th</sup>. The purpose of the meeting will be to further develop the Pond House as an art venue of which Milwaukie can be proud.

**Poetry Series update:** Tom reported that Kathleen Halme's poetry reading on January 13 was well received by a very appreciative audience.

The meeting was adjourned at 8:45 PM.