

Pleasant Hill Library Board of Trustees
January 25, 2018 6:00 p.m.

ROLL CALL: President Michael Diver called the meeting to order at 6:00 p.m. Trustees Present: Janette Diamond, Michael Diver, and Christine Ross. Absent: Jill Duden and Steve Messer. Also present: Library Director John Lerdal, and Council Liaison Ross Grooters.

01-2018: APPROVAL OF THE AGENDA: DIAMOND/ROSS moved to approve the agenda. All ayes.

02-2018: APPROVE MINUTES: ROSS/DIAMOND moved to approve the minutes of the November 25, 2017 meeting. All ayes.

03-2018: PUBLIC INPUT: None

04-2018: CONSENT AGENDA: ROSS/DIAMOND moved to approve bills from November 21, 2017 to December 19, 2017 in the amount of \$4,485.16, and December 20, 2017 to January 25, 2018 in the amount of \$6,855.88, meeting dates of February 22, 2018 and March 22, 2108. Director Lerdal has more information on the API software costs when discussing the online video checkout. All ayes.

NEW BUSINESS:

05-2018: Space Utilization Study Presentation – George Lawson discussed that in the last 8-10 years more facilities are not expanding but working on better utilizing existing space. He met with Director Lerdal and library staff to discuss concerns and requests. A formulary plan was posted in the Library for staff to make additional suggestions/revisions. These were incorporated and are now presented to the Board of Trustees. Suggestions included: relocating history items to the reference area and moving new books to the foyer area; relocate periodicals to the area with windows with an adult seating area. Current periodical space and bank of public computers to be used for books and DVDs and put DVD boxes on open shelving making them easier to browse through and use 66" height shelves for media items making them more accessible. The adult collection will be consolidated and placed together in current children's area with the children's area moved to the area near where programs are held. Size of shelving will be adjusted for appropriate area. Adult non-fiction area will be reduced. Director Lerdal reported that staff are presently weeding this area of items that are not used and feels it will not be an issue to reduce the area. Bios and large print will remain in current area. The tower space will become a space for young adults. It is not feasible to increase study areas within the current space. Reducing the bank of public computers is not expected to cause a hardship as IPADs are available as well as the remaining bank of public computers, and many patrons bring their own devices and use the Wi-Fi. If all machines are being used there is a one-hour time limit for use and this has not been an issue. Proposal will increase open space and help with the flow of traffic through the Library. Young children will be in more a protected area with older children more in the open area. Cost estimate is not available, the plan will need to be reviewed by a vendor for cost estimates. Jones Library Service will be reviewing the plan. Paint and carpet will be incorporated into this plan. A mechanical engineer has been reviewing the issue with the restrooms and this will need to be incorporated into the plan for use of funds. Once the cost of the restroom repair is established, it will be determined how much additional work can be done. Director Lerdal discussed that moving of areas and shelves could be done without doing the carpet at this time, although the program room needs new flooring. Trustee Ross suggested removing carpet in the program room and polishing the cement. Trustees were encouraged by the plan and felt it would be beneficial to patrons visiting the Library. New trend is maker's space targeted to hands on items, i.e.: 3-D printers, sewing machines, etc. where people can go and do things. The area would be used on a rotating basis, focusing on different programs like woodworking, cooking, health, artsy things, etc. Many more things can be done with more space which is not available right now. This proposal will use a lot of the existing shelving and resources available in the Library. Hopefully more information will be available for costs by the February meeting.

There is concern of how much can be done with the money available. The 3-D printer will likely be located near the young teen area. George Lawson encouraged contacting him with questions until project is complete.

06-2018: Make and Take an Ornament – Make and Take event was held on December 3, 2017 with approximately 290 in attendance. Great turn out. There were several volunteers with help of the LIONS.

07-2018: Open Library Technician I Position – The person did not accept the position from the first round of applications. It was re-advertised and numerous applications have been received. Interviews will be held starting next week. Some applicants express concern of weekend hours in addition to week day hours. Director Lerdal will contact Trustees individually if a selection is made.

08-2018: Community Survey Results – President Diver suggested discussing this more thoroughly at the next meeting when the rest of the Trustees will be available. Director Lerdal felt overall there were good results from the survey. Approximately 85% of respondents rated service above average or excellent. Concerns were expressed about not being aware of programs/materials available. Other concerns expressed will be discussed further at the next meeting. Three week check out and Sunday hours of the Library are items to be discussed and possibly changed. Results were interesting and worth noting.

09-2018: Schedule for Board Trustees to attend City Council meetings – The schedule was distributed. If you are unable to attend, please contact another Trustee to see if they are available.

OLD BUSINESS:

a. Proposed Budget FY 18/19 – Capital Improvement Projects will be looked at next work session. Director Lerdal will work the City Manager regarding requesting funds for the coming year for CIP. A quote was submitted to replace the sign on the corner of Maple and Hickory Blvd. The sign is no longer in compliance with the revised city ordinance for signs. This is not from the Library budget. President Diver asked about shelving costs. Director Lerdal believes that the shelving will not be the largest part of the cost, more the moving and any new furniture that will be needed. Heating and cooling is another item that may need to be redone at a future date. Many of the issues are a result of being in an older building.

b. Online Video Checkout – Director Lerdal has worked with Kanopy about accessing programs through the website. This type of access does not work with Kanopy. API is software that allows an outside program come in and utilize the data available on the circulation system. This is a licensing feature that the \$3,000 is a one-time cost to allow the software to be on the circulation system. All of the databases and products could be available through one spot and be the circulation system. This would be a benefit to patrons using these. This is necessary to implement the Kanopy program. This will likely be helpful in the future as other programs are added. DIAMOND/ROSS moved to go forward with the program. All eyes.

c. Space Needs Study – no new information available. March 6 is the vote for the Local Option Sales Tax.

LIBRARY DIRECTOR'S REPORT

Discussion was held reviewing the policy for using the Library by groups/individuals for meetings.

Puzzle and Prize event had about 35 participants. The second family literacy event is being held tonight (1/25/18).

Pete the Cat will be at the Library on February 18, 2018.

Director Lerdal is working the Candace Bell and the City will be doing two community guides a year. All programs for the next six months will be included. Every household will receive a copy.

AGENDA ITEMS FOR NEXT MEETING:

- a. Survey Results
- b. Friends Schedule
- c. Sunday Hours
- d. Three week vs two week checkout
- e. Budget
- f. Costs for space utilization
- g. Kanopy

TRUSTEES' COMMENTS:

- a. Jan Diamond – Thanks to John and staff for meeting with George Lawson.
- b. Michael Diver – Thank you to John and staff for meeting with George. Facebook page is doing a great job, especially making multiple posts about events.
- c. Jill Duden – Absent
- d. Steve Messer – Absent
- e. Christine Ross – Community survey results very interesting and look forward to further discussion. George's presentation was very good and informative.

ADJOURNMENT:

DIAMOND/ROSS moved to adjourn. All ayes. Meeting adjourned at 7:30 p.m.

Cindy Konrad
Recording Secretary