

**COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA**

**Wednesday, January 17, 2018
5:15pm**

Introductions

1. Call to Order
2. Public Comments
3. Minutes and Circulation Reports
4. Treasurer's Reports
5. Correspondence
6. Librarian's Report
7. Friends of the Library Report
8. Foundation Report
9. Old Business
 - Building
 - Board Goals
 - Budget
10. New Business
11. Announcements
12. Adjournment

COOS BAY PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING MINUTES
December 20, 2017

Call to Order – C. Benward called the meeting to order at 5:13 p. m.

Board Members present: Curt Benward, Teri Harris Jones, Gina Sutherland, Kathy Erickson, Steve Metz, Jennifer Groth and Bob More.

Others in Attendance: Marie Benton, Sami Pierson and Ellen Thompson.

Public Comment – Former Library Board and Foundation member Rondi Potter sent comment praising the library’s new website and saying that she found it easy to use.

Minutes and Circulation – We reviewed minutes of the November 15th board meeting and November circulation figures. Ellen corrected Dorothy Foss’s name. J. Groth made a motion to approve the minutes as corrected and T. Harris Jones seconded. Approved unanimously. Circulation was down a bit, but the library was closed one more day than in November of last year. Fifty-nine new library patrons registered in November.

Treasurer's Report – We reviewed library revenue and expenditure summaries for November as well as the memorial funds account summary. In response to questions from Board members, Sami told us that:

- Contributions from the Friends were included under Gifts, Donations and Memorials.
- Current expenditures for periodicals stand at 100.5% of the budgeted amount for the fiscal year because payments for these are made in one lump sum. The number periodicals the library receives is decreasing, reflecting a general decline in print media.
- The Rotary and Library Foundation disbursements on page 10 are negative sums because Sami paid for these expenditures and has not yet received reimbursement.
- Ellen explained that the Progress Club is a longstanding group of 20 women who hold their meetings in the library and who are regular library donors. Progress Club members were instrumental in founding our library.

The library received \$149,810.04 in November from payments of back County taxes. The large County payment is not shown on the November budget summary. County payments are sent to the library at the end of November and in May of each year. A small additional payment is also usually received in June. B. More made a motion to approve the Treasurer’s Report and S. Metz seconded. Unanimously approved.

Correspondence – None

Librarian's Report – There were many well-attended library programs in the past month, especially PJ Storytime and the four Storytime sessions. Sixteen young people attended the four young adult programs offered last month, an encouraging level of participation. Signage with the new library logo has been ordered and will be installed inside the library early in 2018. One library staff position has been filled and Sami will advertise the two remaining part-time library positions after the holidays.

Friends of the Library Report – M. Benton reported that the “Third Thursday” half-price sale in the book store takes place tomorrow. The December book sale took in \$832 on Saturday, December 2nd. Friends gave away books on Sunday the 3rd and St. Vincent DePaul picked up all the remaining books the following Tuesday. The Friends book store earned \$447 in November. The next book sale will be February 3rd and 4th. The Friends will hold a sale of crafts materials and books January 19th and 20th. The sale takes place from 4 to 6 p. m. on the 19th and from 10 a. m. to 2 p. m. on the 20th.

Library Foundation Report– The next Foundation meeting will be January 18th at 5:15 p. m.

Old Business –

Building – Sami reported that yesterday’s heavy rainfall produced a small lake in the library parking lot, but, amazingly, no leaks in the roof. City staff continue taking monthly measurements of the sinking of the library, but we do not have a recent report of these findings.

Steering Committee – No report

Board Goals – Sami distributed copies of Library Market’s “Marketing Strategies Guide.” Library staff will use this document to determine which strategies are most appropriate for different library programs. Board members will review this document to see if any of these ideas might be useful should we adopt a goal of increasing Board community outreach to promote the value and importance of the library to our community. Sami told us that we still have approximately 80 hours of Library Market staff time remaining in our contract.

New Business –

Library Budget – Sami presented a draft 2018 – 2019 library budget. Key changes are:

- \$11,000 to install a new telephone system for the library. The existing system is outdated, and is an ongoing source of frustration and inefficiency for staff.
- \$12,000 for Contractual Services, to pay Library Market for ongoing work with the library’s new website and rebranding campaign.
- The proposed sum for Building and Grounds Maintenance is increased because janitorial services are now included in this category.
- The budget amount for Equipment Maintenance Contracts is reduced because one of the self-checkout machines has been eliminated. Sami told us that she eventually hopes to go to an RFID (radio frequency identification) checkout and inventory system, but that this change would be well down the road.
- Finally, the \$380,611 Sami proposes for Contingency is a just-in-case sum in the event of an extraordinary calamity, such as the roof collapsing onto the computers.

The City budget process begins in January and hearings are scheduled for April 10th and 12th.

2018 Holidays – S. Metz made a motion to approve the proposed list of library holidays for 2018 and T. Harris Jones seconded. Approved unanimously.

Announcements – Ellen said she had found a document from the New Jersey State Library entitled, “The Librarian’s Disaster Planning and Community Resiliency Guidebook.” She will send Board members an electronic link to this report. Ellen handed out the January library events calendar, highlighting some interesting activities taking place early next month. B. More reported that the Housing Task Force has reached its funding goals and has hired consultants from Virginia to begin work on the local housing shortage problem. Sami said she has applied for a Three Rivers Grant to purchase new computers.

Adjournment – C. Benward adjourned the meeting at 6:08 p. m.

Next meeting: January 17th at 5:15 p. m.

Respectfully submitted,

G. Sutherland

**Coos Bay Public Library
Memorial Funds Checking Account
December 2017**

BALANCE, November 30, 2017 \$ 14,381.19

DEPOSITS:

Friends of the Coos Bay Public Library Donation	\$	3,875.00
Progress Club Donation	\$	100.00
Goldman Donation	\$	250.00
Misc. Donations-December 2017	\$	5.13

TOTAL DEPOSITS \$4,230.13

DISBURSEMENTS:

Ingram/Rotary Donation	\$	250.08
Baker Taylor/Friends Library Purchases-Dvds	\$	28.56
Recorded Books/Friends Library Purchases-Dvds	\$	41.60
Ingram/Foundation Donation	\$	17.52
Dollar Tree, Safeway, Fred Meyer/Friends Library Purchases-Adult Programs	\$	107.99
Big Lots, Safeway/Friends Library Purchases-Adult Programs	\$	43.91
Joann Stores, Safeway/Friends Childrens Fund	\$	101.98
Amazon/Friends Childrens Fund	\$	14.38
Amazon/Friends Childrens Fund	\$	89.32
Ingram/Friends Childrens Fund	\$	42.81
McKays/Friends Library Purchases-Adult Programs	\$	12.05
Amazon/Friends Childrens Fund	\$	5.26
Amazon/Friends Childrens Fund	\$	2.92
Amazon/Friends Childrens Fund	\$	16.94
Ingram/Foundation Donation	\$	19.85
Baker Taylor/Foundation Donation	\$	19.43

TOTAL DISBURSEMENTS \$ 814.60
\$ 17,796.72

General Fund	\$	8,580.11
Friend's Children's Fund	\$	3,642.62
Care Connections	\$	0.78
Mallek Estate Memorial	\$	121.17
E-Books	\$	70.00
Friends Library Purchases	\$	8,152.93
Coos Bay Library Foundation Donation	\$	(2,123.62)
Rotary Donation	\$	(993.87)
Coos Bay Library Foundation-Equipment	\$	35.35
Coos Bay Library Foundation-Audios	\$	305.00
Eagles Large Print Fund	\$	6.25
Coos Bay Lions Club Large Print Fund	\$	-

MEMORIAL ACCOUNT FUNDS TOTAL - December 31, 2017 **\$ 17,796.72**

CD Balance \$ 51,913.89

Librarian's Report

December 2017

PROGRAMS

Families and Children

Lego Club - 3

MGOL (8) - 192

Storytime (4) - 58

Pokemon Club (2) – 18

Tween Book Club – 8

DIY Gifts – 68

Young Adult

Maker Madness – 1

TAG Meeting – 3

Adult

Maker Madness - 2

Foreign Film - 14

Spanglish - 8

Forever YA Book Club - 4

Armchair Adventures - 7

Film Noir - 27

Books2 Film - 9

Coloring for Adults - 5

Vietnam War Episode – 5

Pushing the Limits – 6

Technology

Drop In Computer Lab (2) - 16

One on One appointments - 3

November Room Use

Myrtlewood

Library - 9

Non Library - 5

Cedar

Library - 4

Non Library – 38

Art Displays

Pam Dennis – Walls

Paula Dow - Cases

Librarian's Report

December 2017

Miscellaneous

Staff had several hours of Adobe training throughout the month. This is the new software staff is using to develop in-house publications.

There was an interview process that resulted in Christina Coffman being promoted to Acquisitions Librarian. She has an MLIS from Wayne State University and has worked for both North Bend and Coos Bay libraries for several years.



JANUARY ART
Paintings by Amy Pollicino
Jewelry by Juan Ramos



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
 lovelibraries	1 CLOSED HAPPY NEW YEAR	2  LEGO Club 3:30-4:30	3 MGOL 9:30 a.m. Storytime 10:30 a.m. Lioness Documentary 1:00-3:00 p.m.	4  MGOL 9:30 a.m.	5 'Don't Think I've Forgotten: Cambodia's Lost Rock & Roll' 7:00 p.m.	6  SPANGLISH 10:30-noon	
7	8  Forever YA Book Club 6:00 p.m.	9  Armchair Adventures 2:00 p.m.	10 MGOL 9:30 a.m. Storytime 10:30 a.m. Computer Lab 10 - 12  POKEMON 3:30	11  MGOL 9:30 a.m.	12  Foreign Film 7:00 p.m.	13	
14	15  CLOSED 'Books 2 Film' Club 6:00 p.m.	16  Furry Friends 3:30	17 Storytime 10:30 a.m. Library Board 5:15 p.m.	18  TWEEN BOOK CLUB 3:45	19 <i>Registration Required</i> Beginning Gmail 9:30 LEGO Club 3:30-4:30 Maker Madness 3:30 Craft Sale 4-6 pm	20 FOL Craft Sale Friday 4-6 Saturday 10-2	
21 Film Noir 4:00 p.m	22	23  Cowabunga 4:00 pm Blast Off 6:00 pm	24 Storytime 10:30 POKEMON 3:30 JOB FAIR 1 - 4 	25	26 Intro to WiX 9:30 am Tabletop Game Night 7:00 p.m.	27	
28	29	30	31 MGOL 9:30 a.m. Storytime 10:30 a.m. Drop-in Computer Lab 10 - noon	 OMSI <small>ORIGINS MUSEUM OF SCIENCE AND INDUSTRY</small> Tuesday, Jan. 23rd REGISTRATION REQUIRED			3-2-1 Blast Off! Build paper rockets and launch them with a high-powered air compressor, examining the effects of changing variables on their rockets' flight. <i>Grades 4 - 12 6:00 p.m.</i> Cowabunga Chemistry Perform amazing chemical reactions as they measure and mix ingredients and discover substances with strange and surprising properties; polymers. Make two different slimy concoctions for great chemistry fun. <i>Grades K-5 4:00 p.m.</i>
 Wednesday, Jan. 3rd 1:00 p.m. LIONESS <small>A BOOK BY PRODUCED BY MEG MCLAGEN</small> MISSING FROM HISTORY.			Friday, Jan. 5th 7:00 DON'T THINK I'VE FORGOTTEN CAMBODIA'S LOST ROCK AND ROLL				Examines Cambodia's tragic past and the Khmer Rouge's dismantling of the society and murder of 2 million citizens through interviews of surviving Cambodian musicians with never-before-seen archival material and rare songs.

	Myrtlewood	Myrtlewood	Cedar	Cedar	Total Use	Estimated Attendance
	Library Use	Non-Library Use	Library Use	Non-Library Use		(minus library program attendance already reported)
July 2017	17	3	9	25	54	360
Aug 2017	10	7	7	42	66	1469
Sept 2017	9	3	8	39	59	527
Oct 2017	22	5	12	34	73	1313
Nov 2017	14	6	13	41	74	1427
Dec 2017	9	5	4	38	56	1361
Jan 2018						
Feb 2018						
March 2018						
April 2018						
May 2018						
June 2018						
Totals						