

Estacada Public Library
Board of Trustees
Meeting Minutes – APPROVED
Thursday, Jan. 28, 2016, 5:30 p.m.
Flora Room

Meeting Called to Order

Pres. Sager called the meeting to order at 5:38 p.m.

Present: Pres. Suzanne Sager, Dir. Kraig Bartel, Dir. Nichole Adamson, Dir. Ronda Rota, Library Director Michele Kinnamon.

Absent: Dir. Connie Redmond

Public Input

None.

Review of minutes

Pres. Sager called for approval of the December 8, 2015 meeting minutes. Dir. Adamson moved to approve the minutes; Dir. Bartel seconded. The motion passed unanimously.

Director's Report

LD Kinnamon reported that the library began accepting debit and credit card payments on Wednesday, January 27.

Beginning the first week of February the library will receive upgraded Wi-Fi service that is 10 times faster and more reliable than the current service. This follows the September upgrade to public computer service that improved speeds by 10 times the former speeds for uploading and downloading information.

To plan the upcoming RFID service within LINCC libraries Michele and Sarah will be attending meetings on the second and fourth Friday of the month until at least September 2016.

The adult Winter reading program, Resolve to Read, is going on now until March 15. Adults 18 & over can get a bingo card and finish it by reading different genres and experiencing different areas of the library. Prizes will be drawn from completed bingo cards in March.

LD Kinnamon said the library received its first FY15/16 distribution of \$636,706 in January.

The library's emergency backup lighting system (interior) needs new batteries. A contractor has been chosen and an order placed to get this done. Also, the outdoor pole light in the north end of the parking lot is out. LD hired Eagle Group to investigate and update lighting in both light boxes (north and south) in the parking lot. He will also fix the ballast in the sidewalk light near the staff entrance door.

New Business

Flora Room Usage Fees: LD Kinnamon reported that according to City Charter any new fee would have to come to a vote of citizens. Steve Schmidt, who requested a reassessment of the fees, was not in attendance and the library board felt it had discussed the matter as much as possible in the December meeting. No action was taken.

LDAC Update: LD Kinnamon reported to the board about activity within the county Library District Advisory Committee, of which she is the library's representative. One recent change is that, going forward, LDAC will be comprised of independent citizens from each city's library board. Connie Redmond expressed interest in being the Estacada representative and City Manager Denise Carey recommended her to the County for appointment to LDAC. LD also informed the board about the committee's discussions on the Intergovernmental Agreement

(IGA), and the ongoing situation involving the new Gladstone Library plans and objections to that plan from citizens in its s unincorporated service area.

Library Budget FY 2016/2017: Library District Distribution estimates from the County are not released until the second week in February, so the LD and City Finance Director Main began discussing parts of the budget that could be worked on without this information. They estimate that part-time staff payroll will be approx. \$175K. Budget planning will resume after the distribution is announced.

Old Business

915 NW Wade Street Property: LD reported that the Estacada Fire Department is still willing to do a burn and learn on the remaining structures on the property. LD consulted with Public Works Director Tom Seal to get his advice on filling the basement after the house is moved. Seal recommended the following:

- Remove any concrete from basement
- Have a compacting test done—City has a contractor for this – City will keep test results on file
- The same contractor can fill in the septic tank and well
- No permits needed for above jobs

The board instructed LD Kinnamon to contact the Fire Department and the recommended contractors.

President and Trustee Comments

Pres. Sager thanked everyone for coming. She also reported on her trip to the American Library Association Conference in Boston earlier in the month. Sager mentioned the Libraries Transformed initiative and that the ALA Council submitted a resolution to the Library of Congress to change the library subject heading “illegal alien” to “undocumented immigrant.” Dir. Adamson reported on the meeting she organized for local leaders to brainstorm ideas for a youth community center.

Adjournment

The meeting was adjourned at 6:43 p.m.

[Next Meeting: Thursday, March 24, 2016, at 5:30 p.m., Flora Community Room](#)