

Library Board Meeting Minutes
Puyallup Public Library
June 17, 2013
6:15 p.m.

BOARD MEMBERS PRESENT: Chair Troy Kehm-Goins, Vice Chair Darice Hermann, Board Members Dee Dee Henry, Heather Shadko (arrived at 6:20 p.m.), Barbara Kastama and Friends of the Library representative Desta Taylor

STAFF PRESENT: Librarian Dr. Tim Wadham, Library Technician Debbie Ridge, Administrative Clerk Cindy Huff

CITIZEN COMMENTS

Mr. Bud Metzger voiced belief that the library is a great asset to the community.

APPROVAL OF THE MINUTES

Board Action: A motion was made by Ms. Henry, second by Ms. Hermann, to approve the minutes of the May 20, 2013 meeting as presented. The motion passed 4-0.

LIBRARIAN'S REPORT

Dr. Wadham reviewed the May *Librarian's Report*, which touched on personnel issues, Literary Festival updates, and his meetings and activities since the last meeting. Additionally, Dr. Wadham informed the board of his involvement with the school district's "Arts Integration and Literacy Institute" in August. He informed the board of the return of Marcea Horst who is working on the History Room digitization project and is starting to upload the information onto a Flickr site.

Dr Wadham elaborated on the following aspects of the Literary Festival: the event dates of September 27-28, 2013; the first annual "Jim Taylor Author Lecture;" an invitation to a number of Puyallup High School staff and students to the lecture; the presence of the musical band the Puget Sound Revels; cooperative efforts in distributing the information throughout Puyallup schools and the district; and efforts with Valley Arts United adding a poetry component to the Literary festival. He expressed a need for Mr. Kehm-Goins to speak a few words on behalf of the Library Board during the lecture. He also questioned Ms. Taylor if she was aware of any school video of Mr. Taylor and noted that the presence of her and/or family would be appreciated. Ms. Taylor responded that Mr. Tate at Rogers High School would be the person to ask regarding any video. Ms. Kastama a tribute to Ms. Cooper's *The Dark is Rising* book, an essay contest with the winner reading their essay in front of Susan Cooper, and having a jazz band or orchestra playing a theme song, to attract people through the venue of music.

There was some discussion regarding an appropriate name for the festival, including the use of some type of acronym such as Belltower, and other suggestions included "Puyallup Library Bells and Books Literary Festival" and "Bells, Books and Candles Literary Festival." Ms. Hermann believed that the name should represent the whole community, not just city residents. The majority of the boardmembers voiced approval of the Belltower theme suggestion. Ms. Taylor felt it would be fitting to include the music "Jeremiah Was a Bullfrog." Dr. Wadham voiced

appreciation for the ideas and input from boardmembers. He announced that Ursula K. LeGuin waived her fee to appear at the literary festival. She will be introducing Susan Cooper at the lecture on Friday, September 27th.

Dr. Wadham informed the board that he would be gone for two weeks. He planned to take some personal time and also to attend the American Library Association Annual Conference, where he has been asked to present a program and be a panelist discussing the current status of Spanish books and young readers.

At 6:48 p.m., Dr. Wadham called for a short recess; the meeting reconvened at 6:50 p.m.

NEW BUSINESS

Evanced Solutions Room Reserve Presentation

Library Technician Debbie Ridge reviewed the differences on the room reservations procedure, prior to and after the installation of the new software. She pointed out that the old paper system required much back and forth communication with the requestor. The new software has a calendar that allows users to select their own day, date and time, and although she is still responsible to confirm requests, the program is a highly efficient time-saver. Ms. Ridge liked the addition of the calendar feature which allows users to view room availability and who has reserved them. The software will be used at multiple city facilities but the library is the first to go online.

The board questioned how far in advance rooms can be reserved and the process used for no shows. Ms. Ridge explained that rooms can be scheduled six months in advance. In regards to no shows, the policy states that future requests by no shows can be denied. The new program allows staff time to check the requestor's history and deny the request if necessary.

Library Board Retreat

Dr. Wadham explained that Jim Kastama has proposed a strategizing retreat between the Library Foundation and the Library Board. Mr. Kastama feels strongly that the two boards should meet to discuss the future direction and strategic goals of the library, preferably before the end of the year. Dr. Wadham noted that a lack of staff involvement has resulted in a lack of ownership for the previous goals. Additionally, the goals identified were unobtainable and staff is operating without a vision. Ms. Shadko recalled that the last strategic plan process had taken place in 2004 or 2005 and that staff had been heavily involved with the process at that time.

The board agreed to schedule a joint retreat, after the festival and the gala but before the Thanksgiving holiday.

Policy Review: Unattended Children

Dr. Wadham voiced intent to review the *Unattended Children Policy* and requested that the boardmembers familiarize themselves with the policy and submit any feedback to him. Staff is seeking guidance on the presence of unattended minor children at closing time. Although an infrequent problem, he believed that staff should not be responsible for children beyond the fifteen minutes it takes to close and secure the library. He proposed that if a parent is not present or reachable within 15 minutes of closing time, any unattended children should be remanded to

the police department for safety reasons. The police department has suggested that staff use discretion when considering calling the police department to address unattended children.

Ms. Henry noted an incident when early released All Saints students had visited during a staff training day, and discussion centered on different scenarios of unattended children. The majority of the board felt the police department should be involved when necessary, that staff should not be placed in the position of having to use discretion, and that children should not be released into an unsupervised situation. Ms. Shadko suggested that the police department be called at 8:10 p.m. and Ms. Taylor suggested that an article be placed in the newsletter informing parents of the new policy.

Dr. Wadham stated that he would bring back language for board approval at the next meeting.

Turning the Page Training

Dr. Wadham noted that the online training would occur over several Mondays. Ms. Shadko voiced concern due to a prior training based on the east coast that ended up being at an inconvenient time. Dr. Wadham explained that registration is necessary in order to take the training. He voiced his intent to register the board and then provide more detailed information as it becomes available.

OLD BUSINESS

Letter of Congratulations to the Pierce County Library System

Dr. Wadham circulated a letter of congratulations to the Pierce County Library System for their recent award of the National Medal for Museum and Library Service, that needed to be signed by the boardmembers.

Meeting Room Policy

Dr. Wadham asked to defer this item, as the policy will be revised to reflect the new meeting room on-line reservation process. He pointed out that other issues resulting from the recent changes may need to be incorporated into the policy at a later date.

BOARD MEMBER COMMENTS

Ms. Kastama and Mr. Kehm-Goins both voiced unavailability for the July 15th meeting date. After further discussion the board agreed to reschedule the next meeting to July 22nd.

Mr. Kehm-Goins shared that, in following some internet links, he discovered that Children's Librarian Carol Hopkins wrote and published a book on story time. Dr. Wadham confirmed that she was recently published, but he had not yet seen her book.

Dr. Wadham distributed a copy of the city's recently revised *Facebook Policy* and informed the board of his presentation to the Parks, Recreation and Senior Advisory Board regarding the potential replacement of some playground equipment in Pioneer Park. That board has given its approval for staff to move forward and seek additional information and pricing. Ms. Shadko suggested a theme similar to the old "Never Never Land" in Tacoma's Point Defiance Park, and agreed to provide Dr. Wadham with additional information regarding her idea.

ADJOURNMENT: 7:40 p.m.