

**Cathlamet Public Library
Board of Trustees Minutes
May 2, 2013**

Present – Trustees: Chris Holmes (excused 1:03 p.m.), Ruby Murray, Betsy Nelson and Stephanie Leitz (arrived 12:45); Town Librarian: Connie Christopher; no guests

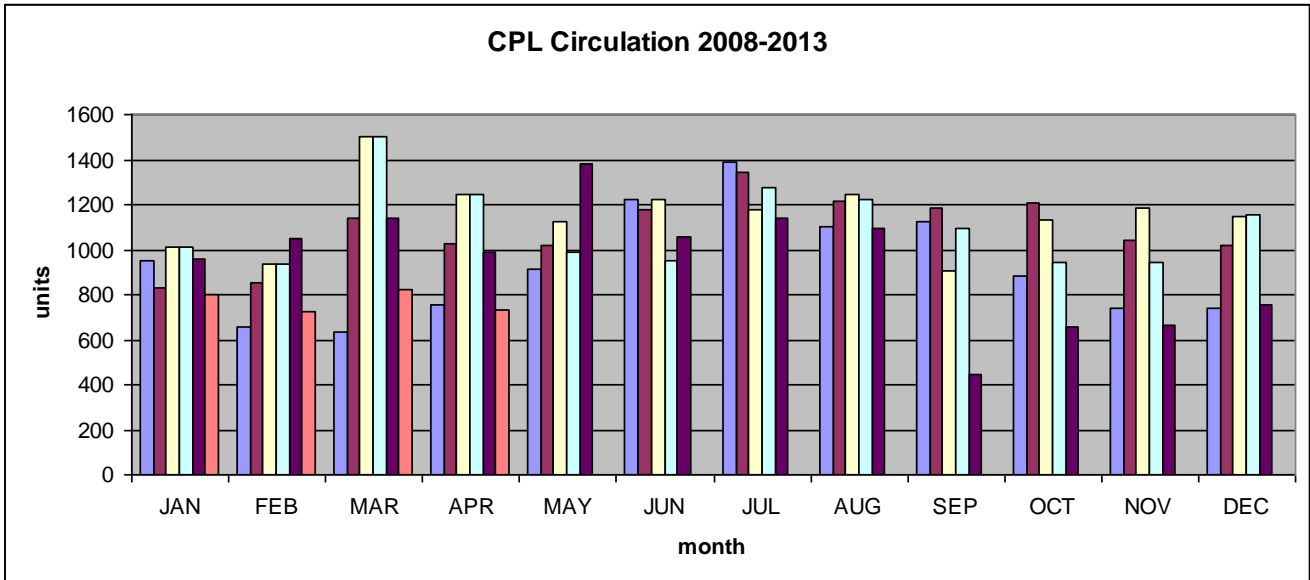
Betsy called the meeting to order at 12:37 p.m.

1. Betsy asked to **add an agenda item**, a 10-minute Executive Session on Personnel Performance. Chris moved, Ruby seconded. Passed 2:0.
2. Chris moved to **approve the January, March and April 2013 meeting minutes**. Chris moved, Ruby seconded. Approved 2:0.
3. The **May 2013 voucher for \$398.08** was reviewed and approved. Ruby moved, Stephanie seconded. Passed 2:0.
4. The group discussed the **May Librarian Report**, included with these minutes. Connie also mentioned that Stan Chesshir, architect for the Library remodel, stopped at the temporary Library yesterday. He said Pacific Tech is making excellent progress and might have the project completed earlier than September, as originally thought. He also said that so far they haven't come across any unexpected problems that would require extra funds.
5. Connie reviewed the '**2013 Budget Status**' report. We are on track with expenditures being 25.5% of budget for the first quarter. Tina Schubert mentioned that we have not received the County's \$3000 contribution. Connie will look into it. The utility cost at the old space seems unusually high. As requested, Duncan set the heat in the vacant space, in October 2012, at about 50* though somehow it was at 70* when Connie stopped in back in February. Duncan feels that may be due to something with the auto programming. Also lights were frequently left on since the beginning of the year.
6. Betsy convened the **10-minute Executive Session** at 12:52 p.m.
7. A motion was made by Ruby to **change monthly meeting date**, as shown in the January minutes, to the first Thursday of every month at 12:35 p.m. in the PUD Meeting Room. Stephanie seconded. Passed 2:0. It will be included in the updates to the **2013 Board Calendar**. Connie will email a copy to all.
8. The group reviewed a **new Library Volunteer Policy** draft and a **revised Volunteer application**. The content of both is the result of recommendations from Heidi Heywood, Town Attorney in her discussion with MRSC. Stephanie moved to accept both documents, Ruby seconded, passed 2:0.
9. A proposed **Gifts Acceptance Policy** was reviewed. This too was based on a recommendation from Town Attorney, Heidi Heywood. Ruby moved to accept the policy with a change to the last sentence. It will read "The library keeps records of cash donations." Stephanie seconded, passed 2:0. Ruby moved to ask the Town to create a **budget line item for cash donations to the library**. Stephanie seconded, passed 2:0. Connie will follow-up.
10. Since the July Board Meeting falls on the 4th, as well as several members being out of Town on vacation the first two weeks of July, the group arrived at the idea of **combining the June and July meetings** and holding it on June 27, 12:35 p.m at the PUD. Connie will take care of notices.

Respectfully submitted,

Connie Christopher
Town Librarian

**Cathlamet Public Library
 Librarian Update
 May 2, 2013**



- 2013 YTD, January through April, circulation is running 25% less than the same period last year.
- The Library’s Web site is nearly completed. Evelyn Lindberg will be here again on May 8 to assist with a few additional items that need to be added before the site goes live.
- Gary Bortel uploaded the LibrarySoft database into our new Koha system. WSL is hosting the catalog along with our Web site at no charge. We installed a computer at the front desk to provide access to the catalog. It is an excellent way for volunteers to get familiar with the system before the final rollout.

Remaining work includes: inputting approximately 1000 additional items, formatting, updating and uploading customer records, clean-up of errors, a customer mailing to introduce the new system and devising a process to issue new library cards to all users.

We are registered to participate in a WSL-sponsored consortium of libraries who will be able to offer a mobile library app to their customers.

- Rosie Varela, a former Californian and new volunteer s overseeing the Library’s Facebook page. She has generated lots of traffic with book reviews, movie trailers and Library news.
- The Library Foundation has a new MOU with ToC for handling the Library’s weeded and donated books/ movies. They plan to hold a sale in early June in the space, owned by Roy LaBerge, under the pharmacy.
- New volunteer managers, Romona and Randy Collver from Grays River Valley Library at Johnson Park (www.graysriverlibrary.org) have been in touch to discuss possible collaboration with CPL. We plan to meet in mid-May.

Notes from a visit to GRL 2-3 years ago indicate that they were open 40-hours a week, Vs. our 13.5-hours and checking out about 1-item per hour. CPL was averaging about 18-items per hour. Their library is now open 16-hours per week, from 1-5 p.m. on Monday, Tuesday, Thursday and Friday.