

**Library Advisory Board Meeting Minutes**  
**Puyallup Public Library**  
**December 16, 2013**  
**6:15 p.m.**

**BOARD MEMBERS PRESENT:** Chair Troy Kehm-Goins, Vice Chair Darice Hermann, Board Members Dee Dee Henry, Barbara Kastama, Heather Shadko and Friends of the Library representative Cathy Warren

**ALSO PRESENT:** Incoming Board Member Heidi Borton

**STAFF PRESENT:** Library Director Dr. Tim Wadham, Administrative Clerk Cindy Huff

Students from Emerald Ridge High School were present for their civic observation and introductions were made around the room.

**APPROVAL OF THE MINUTES**

**Board Action:** A motion was made by Ms. Shadko, second by Ms. Henry, to approve the minutes of the November 18, 2013 meeting as presented. The motion passed 5-0.

Dr. Wadham welcomed the students and Heidi Borton. He pointed out that Ms. Borton has been selected to replace outgoing boardmember Heather Shadko.

**LIBRARIAN'S REPORT**

Dr. Wadham reviewed the December *Library Director's Report*, reporting on and discussing the following topics: the Summer Reading Program; the Book Festival/Pierce College Partnership; and River and Sound Review shows planned for the months of March and May. He elaborated on his meetings and activities throughout the months of October and November.

**NEW BUSINESS**

**Adopt a Library Meeting Calendar for 2014**

Dr. Wadham pointed out that the Library Foundation will now meet on the 2<sup>nd</sup> Monday of each month. He advised that January and February have conflicting holidays on the third Monday of the month, and proposed moving those meeting to the 2<sup>nd</sup> or 4<sup>th</sup> Mondays instead. Due to a scheduling conflict, Dr. Wadham suggested a January 13<sup>th</sup> meeting date and further discussion identified a February 24<sup>th</sup> meeting date. The board concurred to the two proposed meeting dates.

Dr. Wadham invited the board to consider attending the upcoming annual American Library Association convention, to be held in Las Vegas starting June 26<sup>th</sup>. There was discussion regarding the attendance expenses and funding options, and Dr. Wadham agreed to provide the board more detailed information on attendance expenses.

**Select a new Board Liasion to the Library Foundation Board**

Chair Kehm-Goins voiced a need for a Library boardmember to attend the Library Foundation meetings and report back to the Library Board, a task previously performed by Ms. Shadko. He pointed out that the meetings are approximately one hour in length and held on the second Monday of each month. After some discussion, Chair Kehm-Goins voiced his availability to attend the meetings.

**Playground Design Update**

Dr. Wadham shared visual images of the proposed playground equipment, depicting panels that represented the following: a mosaic; a memory game; an animal locator; an alphabet; an abacus; a clock; a theater panel; storytime panel; and some sound panels. He identified his attendance at a meeting between the Parks and Recreation administrator and the City's contractor, and explained that, although the play panels are off the shelf, the designs allow for some customized early literacy elements to encourage hands-on participation. One of the five areas of early learning is singing and the contractor will provide some equipment to encourage that. Additionally, he noted his work with the Burgeon Group to create instructional literature to parents on how to use the equipment. He explained that the playground footprint is the same as the current playground equipment, but is not large enough to fit swings.

Ms. Shadko voiced concern with the loss of the swings and suggested asking for additional funds to include them. She felt the equipment could be modified to accommodate the swings and felt it important that small children also be allowed to play.

Dr. Wadham pointed out that the design phase was too far along to make changes. He referred to his efforts to be included in the design process; however, the project belongs to the Parks and Recreation department, and he appreciated the consideration afforded him by the consultant and the Parks and Recreation administrator and their efforts to accommodate his vision. He pointed out that the idea of placing some swings in a separate area has already been brought up.

Ms. Shadko believed that the equipment could be shifted slightly to accommodate the swings, which would cost less than placing them in a separate area. Dr. Wadham noted that he would share her concerns regarding the swings with the consultant and it could be discussed at the next meeting.

Ms. Kastama felt the braille panel to be interesting and Ms. Hermann noted that Maplewood Elementary has an interactive panel with landmarks showing how to read a map. It was noted that the grand opening for the playground and the Splash Park is set for July 4, 2014.

**LIBRARY FOUNDATION REPORT**

Ms. Warren reported that some options were presented for used books sales and a contract has been signed with a Kent bookseller. Additionally, she reported on her attendance at a seminar hosted by the Secretary of State in regards to non-profit organizations. She explained that the state is hosting a number of seminars that cover a myriad of non-profit organizational issues.

**LIBRARY FRIENDS REPORT**

Ms. Shadko noted the foundation's interest in hosting a joint fundraiser with the Northwest Sinfonietta and Valley Arts United that would be a black-tie affair and auction at the library. She

pointed out that the Pierce County Library Foundation was able to host an after-hours event that included alcohol at the Puyallup Library so the foundation is re-examining this issue. The event will be ticketed and the library will be closed for the adult's only event. The Foundation is looking to attract different groups and anticipated the event to be well attended.

Ms. Kastama explained that the Library Foundation has asked for the board to provide a list of funding priorities for the foundation to discuss. Dr. Wadham voiced his priorities as follows: the creation of a "Community Technology Lab;" redesign of the Children's Area with the inclusion of some interactive elements; replacement/renovation of the main checkout desk into a functional, mobile desk on wheels; and the creation of an Endowment Program that will allow program funding to be more sustainable.

Explaining that the sale of books will not sustain the library's programs in 2015, Dr. Wadham noted an idea he planned to present to the Friends of the Library, of installing food vending machines in the Bookstore area, with proceeds designated to the Friends. He estimated that the Library would need approximately \$16,000 per year to continue funding its programs; an amount not sustainable by the sale of used books.

In response to questions, Dr. Wadham updated the board on the status of the donation by Jerry Korum. Additionally, he reported on the City Council's approval of computer upgrades along with the city manager's focus for 2014 which includes: library technology upgrades for Radio Frequency Identification; an upgrade to a search product called Enterprise that may provide the opportunity to better control the library website; and a new seven-year agreement with SirsiDynix that includes a free edition of Portfolio, a digital content management system that will allow the Library to integrate the History Room photos into the catalog system.

#### **BOARD MEMBER COMMENTS**

Dr. Wadham recognized each member of the board for their individual contributions and for their part in making his job extraordinary. He valued their input and ideas and believed that each member understands the future vision. He identified the History Room as another project for possible Foundation funding and thanked the board for their advocacy of the library.

Ms. Henry thanked Ms. Shadko for her contribution of ten years of service to the community and stated that she will be missed.

Ms. Hermann announced that she submitted her 100-Book Challenge form today. There was some discussion regarding how many books the board members have read. Dr. Wadham pointed out that Mayor Hansen read his 100 books and there will be a celebratory party on February 1<sup>st</sup>, with each participant receiving a t-shirt and a customized 100 book library card.

**Adjourned:** 7:32 p.m.