



## Library Advisory Board

### *Minutes*

October 13, 2022

Members of the Library Advisory Board met this day in regular session at the Brownsville Library in the Kirk Room, Brownsville, Oregon, at 4:30 PM.

**\*Present:** Chairperson Gwen Landon, Linda McCormick, Barbara DeRobertis, Sandy Saltzer, Jennifer Ashcraft, and Librarian Sherri Lemhouse.

**Absent:** None

**Public:** None

**Presiding:** Gwen Landon

Mrs. Landon called the meeting to order. As a first item of business Ms. Saltzer made a motion to approve the minutes of the September 8, 2022, meeting as presented by recording Secretary Sherri Lemhouse. Mrs. McCormick seconded the motion. The minutes were approved by all.

**Librarian Report:** Librarian Sherri reported that she has been making a different craft available to children during regular business hours in the Children's Room. This month is a craft she calls 'Going Batty'. Kids have loved color sheets, learn to draw activities and crafts requiring putting things together. The Library will be open for Trick or Treats on Monday, October 31 from 1-4. Librarian Sherri and volunteers will be making a backdrop for photo opportunities. Anyone who would like to come help with the backdrop or candy is welcome! The new software is working well. There are, of course, some kinks to work out. Weekly training is needed for volunteers as they are only here 2 – 3.5 hours each week. The Apollo software procedure manual is almost complete. Librarian Sherri passed around the current 50+ page example. It is in 18 font type to accommodate volunteers. The new Lyrical Librarian song was presented to the members.

**Old Business:** The Library Happenings Sign suggestions have been submitted to City Hall.

**New Business:** The Topic of Conversation this month was "How to promote the Library". The Library already uses social media and flyers to educate patrons about programs and how to use the Library software. Members also talked about canvassing the new neighborhood with Library information. It was proposed that members do this at the February meeting in lieu of a business meeting as Librarian Sherri will be unavailable. Members will discuss options to include when canvassing in February. Ms. Saltzer wanted to know what measurement we could use to know that the Library is successful. She suggested being kept apprised of the number of Library patrons. Librarian Sherri has kept this data since 2012 and that she would send these statistics out after the meeting.

**Board Member Comments:** Mrs. DeRobertis expressed concern regarding loss of materials when we add the eBook service. Librarian Sherri responded that at this time we do not have a problem with loss. Patrons are terrific about bringing books back or replacing if lost/damaged. We will cross that bridge when we come to it. Account privileges can also be shut off if fines/fees are excessive or materials not returned.

Mrs. Landon asked Ms. Saltzer to speak about her recent trip to Poland and her work with the Ukrainian Refugees.

There being no further discussion, the meeting was adjourned at 5:35 PM.

The next meeting will be Thursday, November 10, 2022, in the Kirk Community Room at the library.

ATTEST:

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Gwen Landon,  
Chairperson

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Sherri Lemhouse,  
Librarian