

City of Rainier

Library Board Meeting

Minutes

2023-01-13 — 9:00 am

COUNCIL CHAMBERS, RAINIER CITY HALL

106 W B ST., FL 2

RAINIER, OR 97048

To provide diverse learning opportunities to the Rainier community.

Board Members present:

- Marcia Roberts, Board Chair
- Jasmin Elwood
- Sharon Erdman
- Rosemary Scandale
- R. Allen Snider, Board Secretary / Library Director

Board Members absent:

- Brandy Blackburn
- Tonya Higgins
- Kim Worrall

City Representatives present:

- Connie Budge, City Councilor / Library Liaison
- W. Scott Jorgensen, City Administrator

Community members present:

- Kira Fitzpatrick, Library Volunteer
- Lyle Roberts

Visitor Comments

None

Consider Approval of Consent Agenda

Rosemary Scandale moved to approve the agenda. Sharon Erdman seconded, and the motion carried unanimously.

Consider Approval of Minutes

Jasmin Elwood moved to approve the minutes from the prior meeting. Rosemary Scandale seconded, and the motion carried unanimously.

Community Survey Updates

Allen Snider discussed trends seen in the results so far. Scott Jorgensen noted the number of paper copies returned to the city offices. Connie Budge emphasized the usefulness of gathering this Library survey data ahead of the City's goal-setting/budget-consideration session coming up in March.

Future Programming Plans

There was a wide-ranging general discussion on the Mardi Gras Mystery Tea Party. Library volunteer Kira Fitzpatrick updated the Board on venue considerations, with the local United Methodist Church an affordable and readily-equipped option. Connie Budge mentioned different teapot options, Jasmin Elwood and Scott Jorgensen like the venue choice. Marcia Roberts discussed her ideas for the multi-course menu, including a variety of scones and different beverages.

Ticket sales, pricing, reservations, and advertising were also generally discussed. Rosemary Scandale then moved that the "Programming and Planning Committee" continue working on the event. Jasmin Elwood seconded, and the motion carried unanimously.

Friends Group Formation Progress

Connie Budge and Scott Jorgensen shared some resources on non-profits and special districts. Marcia Roberts noted that finding leaders for the group will be key. Sharon Erdman and Connie Budge suggested we wait for input from the other Board Members and/or the City goal-setting session in order to continue the discussion.

Library Director Evaluation

Scott Jorgensen said Allen Snider was doing a great job, that he loves going up to the library just to talk to him, and was proud to call Allen a friend. Connie Budge noted that Allen Snider's Draft Collections Policy was an exemplary work and the best piece of policy she had seen during her career. Jasmin Elwood gave Allen a thumbs up and said he was doing great. Rosemary Scandale agreed and said she was having so much fun volunteering for the library.

Mayor's Visit

Mayor Jerry Cole arrived towards the end of the meeting to voice his support for the library and offered his assistance in anything we may need. Connie and the mayor discussed the Masonic Lodge donating a genealogy subscription for use in the library.

The next meeting was scheduled for 2023-02-10 at 9:00 am.

The meeting was adjourned around 10:30 am.

Signed:

Marcia Roberts, Chair

R. Allen Snider, Secretary / Library Director

Library Director's Statement

January 2023

- Mardi Gras Murder Mystery Tea Party Event
 - Tickets went on sale January 24th and as of February 2nd 16 tickets have sold!
 - The murder mystery kit was ordered from playingwithmurder.com and we have been reviewing the materials and printing the paper props for the event including character sheets, scavenger hunt clues, awards, and much more.
 - Decorations including beaded necklaces, feathered masks, metallic masks, streamers, and balloons were ordered and have arrived.
 - The Rainier Methodist church was booked for the day of the event, as well as the day before for setup time. We can access the church on February 20th at 3pm and on the day of the event at 9am.
 - Kira made flyers and have them printed in color. Sharon distributed them around town. Tonya has been promoting the event on the Rainier Community Bulletin Facebook group.
 - Marcia is heading up food and has come up with a great menu, including but not limited to creole shrimp cocktails, three types of scones, and king cupcakes!
- New Books
 - 110 titles ordered in "phase 1". Books that didn't make it in this order will be part of "phase 2".
 - A wide range of materials was ordered, covering many topics, catering to different audiences, and in many formats, including Large Print.
 - Any suggestions for "phase 2" are welcome!
 - We have begun the ongoing accessioning process, as all books must be wrapped, tagged, and entered into the catalog.
- ARPA Completed
 - Previous delivery errors have been resolved and all items ordered have arrived.

- We will soon begin processing the new items, such as tagging and setting up an in-library loan process. We will also be planning a Lego open play time.
 - The final report due to Oregon State Libraries was submitted.
- Website Edits
 - Tonya suggested a detailed list of edits for the website.
 - Edits were submitted to the web designer and implemented shortly after.
 - If you notice any additional changes that need to be made, please write a list and email them to Allen so he can forward them on.
- Community Survey
 - The survey closed January 31st. Initial results are being compiled for analysis and will be provided at the next meeting.
 - There were 80 responses overall! (A mix of paper and online.)
 - Among the results were a lot of great insights, as well as mostly kind and productive comments.
- Library Signage
 - Rosemary and Marcia came up with a list of signs to help patrons navigate the library's collection.
 - Kira designed, created, and hung the signs. Come up to the library and let us know what you think!

As always, thanks for reading!,

Allen Snider (Mirrored Lamp LLC)

Director, Rainier City Library

January 2023
Preliminary Data Selection

Date	Visitors	PC Usage	Items Borrowed OUT	Items Returned IN	Week No.	Day of Week
2023-01-01	0	0	0	0	1	Sunday
2023-01-02	0	0	0	0	1	Monday
2023-01-03	4	0	14	15	1	Tuesday
2023-01-04	7	3	8	1	1	Wednesday
2023-01-05	14	3	2	19	1	Thursday
2023-01-06	11	7	3	6	1	Friday
2023-01-07	8	3	13	10	1	Saturday
2023-01-08	0	0	0	0	2	Sunday
2023-01-09	0	0	0	0	2	Monday
2023-01-10	8	4	10	8	2	Tuesday
2023-01-11	9	4	0	10	2	Wednesday
2023-01-12	—	—	13	2	2	Thursday
2023-01-13	13	4	0	16	2	Friday
2023-01-14	—	—	0	0	2	Saturday
2023-01-15	0	0	0	0	3	Sunday
2023-01-16	0	0	0	0	3	Monday
2023-01-17	—	—	19	22	3	Tuesday
2023-01-18	—	—	23	1	3	Wednesday
2023-01-19	—	—	10	4	3	Thursday
2023-01-20	—	—	16	12	3	Friday
2023-01-21	—	—	3	0	3	Saturday
2023-01-22	0	0	0	0	4	Sunday
2023-01-23	0	0	0	0	4	Monday
2023-01-24	9	4	2	0	4	Tuesday
2023-01-25	6	4	2	8	4	Wednesday
2023-01-26	6	1	6	7	4	Thursday
2023-01-27	6	1	1	3	4	Friday
2023-01-28	7	2	0	1	4	Saturday
2023-01-29	0	0	0	0	5	Sunday
2023-01-30	0	0	0	0	5	Monday
2023-01-31	14	4	9	6	5	Tuesday
Totals	122	44	154	151		