

Approved

**City of Bellevue**  
**Library Advisory Board**  
Monthly Meeting Minutes  
October 18, 2016

**Opening**

The regular monthly meeting of the City of Bellevue Library Advisory Board was called to order at 5:00PM on October 18, 2016 in the Room 3 at the Bellevue Downtown Library, by Chad Davis, President.

**Meeting Attendance:**

Board Members Present: Judy Bailey, Chad Davis, Cris Dreher, Alice Lee, Peter Maxim, and Barbara Spindel. Board Members Absent: Loretta Lopez

KCLS Representatives: Debra Westwood (Bellevue Cluster Manager)

Friends of the Newport Way Library: Barbara Spindel, President

**Public Comment Period:**

No members of the public requested time for comment.

**Approval of Minutes:**

Minutes for May through July were approved. Minutes for September were approved with correction of two typographical errors.

**Regular Business:**

**Agenda Item 1: One Drive Review and Tutorial**

Chad previewed the new LAB One Drive site including login protocol and file structure. The board discussed how we will use the site for document sharing and storage. This will be a helpful tool for the Board to organize information and maintain a variety of documents related to the KCLS forum and Trustee meetings. The Board will continue to explore options including calendar and document draft markups.

**Agenda Item 2: Follow-up Items from September Meeting**

Posting of agenda on City website has been agreed and Charmaine will make sure that this happens as we move forward.

Use of One Drive addressed to the City and they referred this issue back to KCLS. We will use the One Drive site and continue our inquiries.

Chad had a follow-up item to reach out to Gary Wasdin and Jennifer Robertson to inform them of our decision to begin presenting to the City Council. Jennifer responded that she was sending the note to the City Clerk and Gary has not responded as he was out of the office.

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### **Agenda Item 3: Library Advisory Forum in November**

Discussion regarding who would be attending the Forum. Most members will be attending the session in Kirkland on November 1<sup>st</sup>. Several members also will be staying for the budget session after the Forum.

#### **New Business:**

Debra Westwood presented a letter received complaining about a parking ticket a patron had received a year ago. The Board reviewed the response that was provided to the patron and agreed with the approach taken and will address the issue if a reply is received from the patron. KCLS has received one complaint about every two months and will be adding more signage regarding the policy. Parking sign-up will be moving to an automated system (using a tablet) and this will allow for a smoother data flow.

#### **Reports:**

##### **Advisory Board Participation:**

Reports on events through the summer:

- Bellevue Art Museum – Great event with significant participation. BAM sent a note to Legrand talking about how successful the activity was.
- Crossroads Farmers Market – No really good connection to the Library. Needs more thought on how this could be better used. Crossroads wants the Library to have a table but the Library door is 10 feet away. Not a good use of Library staff resources.
- Food Truck Roundup – Not as many people at the early part of the event as last year. Location was also not optimal (too far from the Trucks).

Was the LAB participation useful and productive? At BAM the support was greatly appreciated. At Crossroads, the Librarians appreciated the company.

Judy Bailey suggested getting a table at the senior event.

Barbara Spindel commented that our perspective and feedback to KCLS was helpful in determining their resource use.

The Board should look for opportunities at larger public events to enrich understanding of the programs that the Library has in place.

##### **KCLS Trustee Meetings:**

Barbara reported on the structure of the planning committee meetings and then specifics on the September planning meeting that focused on collections. Substantive detail on the work underway to develop a collections strategy (only two systems nationwide have these). There is a planning section on the website that has additional detail. Debra continued the discussion pointing out that there is a “weeding” program designed to move out books that have not been requested (checked out) in 10 years it is reviewed for removal to storage. Bellevue Main is applying the concept to its magazine and newspaper collections.

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**KCLS Staff Report:**

Debra Westwood provided additional information related to the Ice Rink that will operate in Ashwood Park from Thanksgiving through New Year's Day.

Bellevue Library now has a Facebook page and a page is being constructed for Lake Hills. Newport Way Library has a Facebook page.

Newport is having a Maker Day. Flyers were passed out about the various activities that will be featured. This will be a very big event and all are encouraged to come and participate.

**Friends of the Library:**

Barbara reported on programs at the Newport Way Library that are being supported. An example is the College Prep program with Mandarin translation. College preparation events are consistently fully booked.

Bellevue Friends are having their auction on November 12<sup>th</sup> and their book sale will be December 1-3.

**Adjournment:** Meeting was adjourned at 6:37PM by Chad Davis, President. The next general meeting will be at 5:00PM on November 15, 2016, at the Lake Hills Library.

**Agenda for Next Meeting:** Will be distributed by Chad Davis, President, prior to the November meeting.

**Minutes Submitted By:** Cris Dreher, Board Secretary