



# City of Tualatin

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## LIBRARY ADVISORY COMMITTEE MINUTES

June 4, 2013

Present: Committee Member Alan Feinstein  
Committee Member Sean Neary  
Committee Chair Len Runion  
Committee Member Marcus Young  
Committee Member Thea Wood

Absent: Committee Member Victoria King  
Committee Member Janiel Santos

Staff: Suzy Coleman, Access Services Supervisor  
Abigail Elder, Library Manager  
Jerianne Thompson, Public Services Supervisor

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### 1. CALL TO ORDER

1.1 Committee Chair Len Runion called the meeting to order at 6:35 PM.

### 2. APPROVAL OF MINUTES

2.1 Alan Feinstein moved and Marcus Young seconded that the May minutes be approved as written.

### 3. COMMUNICATIONS

3.1 **Chair:** The July meeting would fall two days before the July 4<sup>th</sup> holiday. Marcus Young moved, and Alan Feinstein seconded that the July TLAC meeting be canceled. Motion passed.

3.2 **Staff:** Library Manager Abigail Elder shared May statistics and read comment cards that were recently received. The library recently reduced the height of a self-check machine to be more easily accessed by children. The library expects to roll out new laptops in June. The deadline to apply for the TLAC vacancy is June 12.

3.3 **Public:** None

### 4. OLD BUSINESS

4.1 **Teen Library Committee:** Tualatin Library began its summer reading program on June 1<sup>st</sup>. Over 200 children signed up on the first day of summer reading. The library staff is currently conducting interviews with potential summer teen volunteers, who will assist at programs, lead family storytimes and assist with circulation duties. The teen



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extravaganza event will be held June 14 at Community Park.

**4.2 HEAL Initiative:** Committee members brainstormed several ways in which the library can help the City achieve the goals of the Healthy Eating Active Living (HEAL) Initiative. Ideas included yoga in the library, explaining the importance of the activities in storytime, displays, and classes.

## 5. **NEW BUSINESS**

**5.1 Library organizational overview:** Suzy Coleman and Jerianne Thompson gave an overview of how the library purchases, catalogs, circulates and removes books and other materials. They also discussed the library organizational chart.

**5.2 Personnel Changes:** David Abbey resigned from Tualatin Library last month to accept a position at the Tigard Library. In light of this vacancy, the library is considering changing the position description to be more administrative in nature.

Library Manager Abigail Elder is leaving to become the director of the Beaverton Libraries. She thanked the TLAC members for their dedication to Tualatin Library, and looks forward to staying in touch. Jerianne Thompson and Suzy Coleman will be sharing manager duties in the interim.

## 6. **COMMUNICATIONS FROM COMMITTEE MEMBERS**

**6.1 Members** Victoria King asked if there was a way to reduce the amount of paper generated by TLAC, and suggested that committee members might prefer to view the documents on a library laptop rather than relying on binders.

## 7. **FUTURE AGENDA ITEMS**

- 7.1 Tualatin Historical Society
- 7.2 Review Library Ordinances
- 7.3 CivicTechnologies

## 8. **ADJOURNMENT**

Meeting was adjourned at 7:50 p.m.

\_\_\_\_\_, Abigail Elder, Recording Secretary