

Astoria Library Board Meeting

Astoria Public Library

May 29, 2018

5:30 pm.

Present: Library Board members Kate Deeks, David Oser, Kimberley Chaput, Susan Stein, and Chris Womack. Staff Library Director Jimmy Pearson.

Call to Order: Kate Summers called the meeting to order at 5:30 pm.

Approval of Agenda: The agenda was approved with corrections to the agenda date and the date of the minutes to be approved.

Approval of Minutes: The notes of April 24, 2018 were approved with the following addition:

- Library Director's Report – "The Board discussed its involvement with the upcoming presentation by the architects to City Council."

Board Reports:

No reports.

Library Director's Report:

Director Pearson's report was as follows:

- Library Programs – A royal tea party was held to celebrate the royal wedding, which was attended by 40 people. He read aloud an email of thanks to Suzanne from an attendee. Storyteller Alton Chung was featured at an event in celebration of Asian/Pacific Heritage Month. Twenty people attended, the majority of whom were tourists. A 16-year-old had attended because he had enjoyed Mr. Chung's scary story event two years prior. The library's first of five summer concerts would be held on June 27th at the library entrance on 10th Street featuring Lucy Barna. The summer concerts were funded by a grant from the Liberty Theatre. The Library Foundation also planned to provide grant funds for the concerts.
- IT Update – Five public computers would be replaced with brand new computers. iPads have been delivered, but he still needed to order cases. Five iPads would be loaded with brain games and sent to the Senior Center. The remaining iPads would stay in the library to be checked out to the public.
- Library Facilities – The archivist spent a week in May assessing the library collections in the basement, so he would complete a collection plan and order preservation materials by April 2019. The archive work was funded by a grant from the Oregon Heritage Commission. He will recruit 25 to 30 volunteers to work with the archivist to complete the preservation work, which will also include creating a searchable database and digitizing some of the items.
- Library Renovation – He shared the architecture drawings that demonstrated what could be done with a \$5 million renovation project, which would be presented to City Council during a work session on July 11th at 9:00 am. He also shared the July 26, 1885 newspaper containing the proclamation of General Grant's death, which he found in the basement.

Director Pearson confirmed that currently, he was using Excel to archive documents. Documents are being scanned, but no meta data was being imbedded in the image files yet. Chris Womack offered to help with this process. He explained that entering details about each image allowed search engines to index the photos and the metadata. Director Pearson added that the archivist would recommend software that would allow the spreadsheet to be imported. They discussed options for storing and using the items and corresponding data after it was all indexed.

Update on ALFA Activities:

Director Pearson reported that ALFA was paying to improve the landscaping.

Update on Foundation:

David Oser reported that the Foundation would meet on May 30th to determine next steps.

New Business:

There was none.

Old Business:

There was none.

Public Comments:

There were none.

Items for Next Meeting's Agenda:

The Board briefly discussed their availability for the next meeting on June 26th.

Adjournment: There being no further business, the meeting was adjourned at 5:55 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.