



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	<u>City of Sherwood Library Advisory Board</u>
DATE & TIME	<u>February 20, 2013, 6:30 P.M.</u>
LOCATION	<u>Sherwood Library/City Hall Community Meeting Room</u>
FACILITATOR	<u>Debbi Canepa, Chair</u>
NOTES TAKEN BY	<u>Mary Madland</u>

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Canepa
2. Changes to Agenda	Canepa
3. Approval of Minutes	Canepa
4. Manager's Report	North
5. Other Business	Canepa
6. Adjournment	Canepa

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson		Linda Henderson	
Debbi Canepa, Chair			
Amy Christie	X	City Staff	
Christine McLaughlin	X	Pam North	
Debra Pearce			
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		Guests	
		Liz Meyers, Friends of the	
Bryce Keicher		Sherwood Library	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:37pm by Chair Debbi Canepa.

Approval of Minutes

The December minutes were approved unanimously.

Library Manager Report

Sherwood Public Library - December 2012

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>30,905</u>	<u>30,679</u>	<u>0% (19% Self-check)</u>
<u>Check in</u>	<u>23,065</u>	<u>23,078</u>	<u>0%</u>

- New Library cards 83
- Volunteer hours 191 hours (equivalent to 1.10 FTE) / 31 volunteers

Monthly Activities

- Twenty-five Baby, Preschool and Toddler Storytimes (458 children / 312 adults = 770 total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 12/03-09 Food for Fines Week benefitting Sherwood's Helping Hands and Willowbrook Food Pantry
- 12/05 Permanent, part-time Library Assistant I interviews
- 12/08 Alan Howard, local author, reading and signing (4 in attendance)
- 12/11 Mary Madland attended WCCLS RDA Training
- 12/13 Library late opening at 1pm so staff could attend the City's Year-End Luncheon
- 12/18 Library Staff Annual Holiday Soiree
- 12/19 Library Advisory Board Meeting

- 12/19 Boards & Commissions Appreciation Dinner and Mayor Mays' Farewell Reception
- 12/24 Early closure at 2pm for Christmas Eve & 12/31 Early closure at 5pm for New Year's Eve
- 12/25 & 1/1 Library closed for the holidays
- 12/27 Sue Decker's Retirement "Pie Extravaganza"
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Circulation, Youth Services, Latino Services & Policy Group

**Sherwood Public Library
January 2013**

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
Check out	34,434	34,227	+.6% (21% Self-check)
Check in	24,287	23,588	+.03%

- New Library cards 98
- Volunteer hours 223 hours (equivalent to 1.29 FTE) / 30 volunteers

Monthly Activities

- Twenty-five Baby, Preschool and Toddler Storytimes (644 children /450 adults = 1094 total)
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- Library closed for holidays – Tuesday, January 1 & Monday, January 21
- 01/02 We welcome Youth Services Librarian, Tracy Malek and Library Assistant I's Laura Baldschun and Sara Kelso
- 01/12 "Gearing Up for Space" Evergreen Aviation & Space Museum (50+ in attendance)
- 01/24 Interviews for Library Assistant I On-Call pool
- 01/24 "Simon Benson – Northwest Lumber King, Civic Leader & Visionary" Sig Unander, Jr. (12 in attendance)

- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Policy Group, WLA/OLA Conference Committee and OLA/PLD Standards Committee

Library Business & News

U.S. Bone and Joint Initiative, “Fit to A T” osteoporosis program had excellent evaluations.

Interviews for new Library Board members were held tonight. We will have three new faces at the next meeting.

A Teen Advisory Board has been formed.

Valentine Crafts program had 28 participants.

New Youth Services Librarian, Tracy Malek, starting Pajama Story Time.

Thank You to Linda Henderson, Library Board Council liaison.

E-books are very popular. We can't track at SPL. WCCLS gives us some statistics. WCCLS is working on budgeting funds for more e-books.

The Sherwood Board's recommendation for a uniform fine rate in Washington County was voiced at the December WCCLS Policy Group meeting. At the January Policy Group Meeting it was voted on and the rate won't change at this time. It is re-examined every year. It is too revenue negative to change at this time. Many libraries have limited budgets that would be negatively impacted.

Oregon Passport Program has begun. Newberg wants to be a part of the program however no agreement yet among libraries in the Chemeketa Cooperative Regional Library Service. Salem is opting out. Stickers will be required for participating libraries.

Washington County Annual Report is available online. North will send Library Board members the link.

Library Budget has been submitted and is the same as last year. The first budget meeting will be on 04/22/13.

New Children's Librarian, Tracy Malek has been working on lots of programming.

North reported on upcoming programs:

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| • Writing Workshops with Marie Buckley | March 3 rd and 17th |
| • Dr. Seuss's Birthday | March 4 th |
| • WCCLS Puppet Show | March 9th |
| • Teen Steampunk Crafts | March 13 th |
| • Family Board Games | March 20 th |
| • Local author Alan Howard | March 21 st |

- National Library Week April 14-20
 - OMSI –Identity Program
 - Art of the Story Festival
 - Read-A-Thon
 - Bulletin Boards, etc.

North asked if group would like to have meetings return to the Executive Session room as they were in the past and everyone liked the idea. Councilor Henderson will make the request.

Visioning for the Library will be a future project for the Board.

Farewell and Thank You to Nancy Ellingson, Debi Canepa, and Debra Pearce. North presented each with a parting gift.

Next meeting will be April 3rd and on April 2nd new Board members are scheduled to be approved.

National Art Honor Society will have a display in the Library, tentatively February 27th. Bryce will e-mail North and check dates.

Bryce is still working on Facebook page idea. She may be able to have volunteers help with National Library Week activities.

Other business

Debra Pearce reported on Fiber Fair-25 vendors-program is growing.

Elections were postponed until next meeting. Colleen volunteered to be Vice-Chair and will lead next meeting.

The next Board meeting will be on Wednesday, April 3rd at 6:30pm in the Library/City Hall Community Meeting Room – Board elections will take place.

Adjournment

The meeting was adjourned at 7:07 pm.