



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	October 17, 2012 6:30 P.M.
LOCATION	Sherwood Library/City Hall Community Meeting Room
FACILITATOR	Debbi Canepa, Chair
NOTES TAKEN BY	Mary Madland

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		City Staff	
Christine McLaughlin		Pam North	
Debra Pearce			
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		Guests	
		Liz Myers, Friends of the	
Bryce Keicher		Sherwood Library	
		Joe Gall, City Manager	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:33 pm by Chair Debbi Canepa. Introductions were made and no changes to the agenda were noted.

Approval of Minutes

Last month's minutes were incorrect in that the meeting was facilitated by Nancy Ellingson rather than Debbi Canepa and it should have been noted that Debbi Canepa was absent.

A motion to approve the minutes with those corrections was made by Christine McLaughlin and seconded by Debra Pearce, and the minutes were approved with the noted corrections.

Library Manager Report

Sherwood Public Library – August 2012

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	34,370	35,312	-2.7% (21% Self-check)
<u>Check in</u>	26,643	27,533	-3.3%

- New Library cards 102
- Volunteer hours 183.75 hours; equivalent to 1.06 FTE (26 volunteers)

Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (625 children /463 adults = 1088 total) *Teresa on vacation one week
- One Read-to-the-Dogs program
- Magazine Monday (free magazine giveaway)
- Library staff participates in individual “meet and greets” with new City Manager, Joe Gall
- 08/07 Summer Reading Program Event – BJ the Clown (200 attendees)

- Summer Reading Program sign-ups close; reward books and coupons available for pick-up from August 6 through September 7
- Adult Summer Reading Program concludes
- 08/15 Library Advisory Board Meeting
- 08/16 All-City Staff BBQ at Snyder Park
- 08/17 Library Staff Meeting
- Volunteer recruitment continues
- Library staff attended various regional, City and WCCLS meetings: Circulation & Cataloging

Sherwood Public Library – September 2012

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
Check out	31,780	33,188	-4% (23% Self-check)
Check in	23,257	23,724	-2%

- New Library cards 119
- Volunteer hours 199 hours (equivalent to 1.15 FTE) / 27 volunteers

Monthly Activities

- Twenty-four Baby, Preschool and Toddler Storytimes (553 children /420 adults = 973 total) *Teresa on vacation two days
- Two Read-to-the-Dogs programs

- Magazine Monday (free magazine giveaway)
- Pam North was elected Chair-Elect of the OLA Public Library Division Executive Board
- 09/03 Library closed for the Labor Day holiday
- 09/09 Herbalist & acupuncturist Morteza Aleali speaks on complementary cancer therapies (2 attendees)
- 09/11 North attends Sherwood Chamber of Commerce meeting to present business resource information
- 09/12 All-City Staff Meeting
- 09/13, 20 & 27 Pattie Lamb of La Di Da Inspirations offers free Peyote Stitch beading workshops (10, 5 3 attendees)
- 09/15 Zumbatomic program with Carolyn Thompson (0 attendees)
- 09/22 Oregon Poet Laureate Paulann Petersen leads a “Fall in Love with Poetry” workshop (8 attendees)
- 09/29 June Reynolds signs copies of her new book, “Sherwood: Tales from the Attic”
- Volunteer recruitment & training continues / New volunteers started shifts
- Library staff attended various regional, City and WCCLS meetings: Latino Services, WUG, Adult Services, Circulation, Cataloging, Executive Board, Policy Group, Public Library Directors and OLA/Public Library Division Board

Library Business & News

North introduced new City Manager Joe Gall. He noted that he would be shadowing library staff next week to learn more about the library.

North noted there was a slight decline in checkout in August and September

Self- check use is at 20-25%

Pam North is Chair-Elect for the Public Library Directors Board.

Jenny Swanson returned September 4th.

We have a few volunteer vacancies and Jennifer Ortiz and Jenny Swanson will be conducting interviews to fill the empty slots.

Jennifer Ortiz recently made a presentation at the League of Oregon Cities Conference regarding the value of volunteers and it was very well received.

The question was asked if the city utilizes volunteers in departments other than the Library and it was noted that the Police Department does have some volunteers assisting with administrative tasks.

Mary Zickafoose, one of our on-call Library Assistants has left to take a job in Seattle.

A security assessment was done in the Library by Chief Groth and a representative from citycounty insurance services -- they were accompanied by Kristen and Pam. Safety for staff and volunteers was the focus. One suggestion was to add a mirror near the hallway to Sesame Donuts to allow visibility from the Circulation Desk. We are awaiting the final report.

Amy Christie noted that the Evacuation Route posted in the Library needs to be moved so that it is visible. It is currently blocked by the self-check machine.

All City departments will have security assessments done and recommendations will be evaluated. It was noted that some recommendations may not be feasible due to funding constraints.

Municipal Court is held in the Community Meeting Room twice a month on Fridays beginning at 8:45. Councilor Henderson voiced concern about having court back in the Community Meeting Room instead of the Police Department Meeting Room.

Adult Writing Workshops with Marie Buckley will be back thanks to the Friends. Sessions will be held on Sundays from 2-4 pm on October 21st, November 4th, and November 18th.

Richard Schneider presented an Estate Planning workshop last week and had 21 attendees. He will be back in 6-9 months.

The question was asked if all Library events are promoted equally and North advised all events are publicized in the Sherwood Gazette, the newsletter, through the Chamber and some on the Robin Hood Theater sign.

City Manager Joe Gall noted that the newsletter is being revamped and North noted that Jenny Swanson is working on revamping the Library web page.

The question was asked about publicizing events by e-mailing the info to patrons. North noted that this was something we would like to work on but we don't currently have the staff to work on this project. North also noted she would like to look into recruiting high skillset volunteers who might be able to assist with projects like this.

We had a missing toddler in the Library recently and staff did a great job searching and enlisting the help of the officer who was in attendance at Municipal Court and the toddler was located in the parking lot near the family vehicle safe and sound.

The Library will be closed on Monday November 12th for Veteran's Day and on November 22nd and 23rd for Thanksgiving.

Saturday November 3rd we will have local author Julie Crabtree, winner of the Milkweed Prize at 1pm.

Lego Robotics Demo will be Saturday November 10th from 10am –noon.

Morteza Aleali will be back on November 11th from 2:30-3:30 to speak about alternative cancer therapies.

Thursday November 29th from 6-7:30 pm Mark Cunningham will present a program sponsored by Oregon Humanities entitled "Print to Pixels" which will explore the change in reading from books to electronic devices such as the Nook and Kindle.

North explained the new Oregon Library Passport Program that is coming in January 2013. Patrons who have an existing library card will be able to get a card and borrow 10 items from other participating Oregon libraries throughout the state. They will be required to return the items to the owning library. Sherwood is on the border with Yamhill County and the Newberg Library and North has already had conversations with the director at Newberg and agreed to initially drive items back and forth.

North advised the Public Library Director's Board is working on rewriting the state standards for public libraries. It will be a year-long process involving 21 librarians around the state.

North confirmed that the Board would like Sherwood's vote regarding fines to be for a uniform fine structure under \$.25 per item. Board was in agreement and that is the vote North will take to Policy Group. She noted that she only has one vote and some libraries rely heavily on fines for revenue.

City Manager Joe Gall would like to celebrate National Library Week in April. Hearing Voices presentation is scheduled that week. Library staff has suggested a read-a-thon, 6-word story contest, music in the stacks, open house for city staff. North asked board member for ideas as well. Training for Library 2 Go, ILL, and the WCCLS website were suggested.

Other business

Nancy Ellingson shared that she just learned about ILL (Interlibrary Loan) and how it works. She didn't realize we could get books from libraries outside Washington County.

The question was asked if the Library was on Facebook. We are not. Joe Gall said the city would be working on the web site in 2013 and then on Facebook.

Debra Pearce advised there was a new magazine titled "The Magazine" that discusses general topics for techies. She thought it was available in print, but discovered it is only available online at this time.

Councilor Henderson asked if we were doing Food for Fines this year. We will be collecting food for fines December 3 through December 10th.

Councilor Henderson also asked if we were going to be doing a Library Clean-Up again. Volunteer Coordinator Jennifer Ortiz is working on that project.

Nancy Ellingson mentioned that the food collected for Helping Hands Food Bank goes to Newberg to be re-sorted and help was needed with the sorting at the warehouse. Amy Christie advised that might be a project the Hopkins World Changers group could help with. Debbi Canepa mentioned that Willowbrook Food Bank also needed donations and proposed that the food collected during the Library Food for Fines week be divided between the two groups. Ellingson and Canepa will coordinate with North to arrange alternate pick-up days for the two groups.

Question was asked about the blinds in the library and North advised Public Works is working on it.

Liz advised the group that the Friends of the Sherwood Library will have a Halloween program on Friday October 26th from 3-5pm in front of the Library. They will be giving out free books to adults and candy and bookmarks to the kids.

November 1st at 5pm the Friends of the Sherwood Library will meet in the Community Meeting Room.

The next Board meeting will be on Tuesday December 18th from (time TCB) followed by the Boards and Commissions Event at (time TBD). Location TBD. North asked Board members to think about what we would like to accomplish over the next 5 years. Break it down into what we would like to accomplish in Year 1, Year 3, and Year 5.

Adjournment

The meeting was adjourned at 7:55 pm.