



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>April 18, 2012 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 Ellington		Linda Henderson	X
Debbi Canepa, Chair			
Amy Christie		City Staff	
Christine McLaughlin		Pam North	
Debra Pearce	X		
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Conrad Thomason		Guests	
		Liz Myers, Friends of the	
Molly Woodbury	X	Sherwood Library	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:34 pm by Chair Debbi Canepa. No changes to the agenda were noted.

Approval of Minutes

A request was made to change the 5th paragraph on page 5 of the February minutes under Election of Officers to read Debbi Canepa was elected Chair and Amy Christie volunteered to be Vice Chair. A vote was taken and all approved. The changes are effective beginning with the April 18, 2012 meeting.

A motion to approve the minutes with the above corrections was made and the minutes were approved.

Library Manager Report

Sherwood Public Library – February 2012

	<u>Current Yr.</u>	<u>Past Yr.</u>	<u>% Change</u>
<u>Check out</u>	<u>33,283</u>	<u>33,025</u>	<u>+1% (Self-checks out of service)</u>
<u>Check in</u>	<u>24,601</u>	<u>24,416</u>	<u>+0%</u>

- New Library cards 107
- Volunteer hours 161.3 hours (21 volunteers)

Monthly Activities

- Twenty-seven Baby, Preschool and Toddler Storytimes (449 children/331 adults/367 Symphony Storytimes = 1147 total)
- Two Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 02/1, 8, 15 & 22 Oregon Symphony Storytimes returned! Over 85 in attendance at every session
- 02/03 & 09 Pam North & Jenny Swanson took part in Recreation Coordinator interviews
- 02/10-21 Sherwood High School Food Drive
- 02/10 Crystal Garcia attended WCCLS Bookletters training

- 02/10 Pam North attended City of Sherwood website training
- 02/11 Jen Violi Writing Workshop for Teens (6 in attendance)
- 02/15 Library Advisory Board Meeting
- 02/19 Adult Writing Workshop series with Marie Buckley (17 in attendance)
- 02/27 Jenny Swanson took part in Library volunteer interviews
- 02/28-29 Pinn Crawford & Sue Decker attend WCCLS Diversity Training
- Mary Madland and Jenny Swanson went on site visits to Hillsboro Public Library to view their RFID installation
- Working with the Sherwood Bookends book group – coordinating selections to be available for future meetings
- New style library cards available
- “Squiggle” benches reupholstered in the Children’s Area
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Policy Group, Cataloging, Youth Services, Acquisitions and Safety Committee

Sherwood Public Library – March 2012

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
Check out	35,073	37,100	-5.5% (Self-checks out of service)
Check in	25,880	27,850	-7.5%

- New Library cards 108
- Volunteer hours 165.75 hours (21 volunteers)

Monthly Activities

- Thirty Baby, Preschool and Toddler Storytimes (645 children / 467 adults = 1112 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)

- Sherwood High School National Art Honor Society Photography Display – all month
- 03/01 Jenny Swanson attended “Engaging Volunteers During Difficult Economic Times”
- 03/01 & 03/05 Library Volunteer Interviews
- 03/01, 03/08, 03/12 & 03/22 “And Then...Creative Writing Experiences” Workshops with Miss Teresa
- 03/01 Friends of the Library Annual General Membership Meeting
- 03/10 Portland Art Museum “Junk Deli” Program (20 children & 10 adults)
- 03/15 Library Management Staff attended “7 Habits of Highly Effective People Training” (Part 2)
- 03/16 Library Staff Meeting
- 03/18 Adult Writing Workshop “A Special Person” with Marie Buckley (17 participants)
- 03/21 Jenny Swanson attended 3M “Command Center” Training at WCCLS
- 03/20 & 03/21 Adam Carlson and Crystal Garcia attended WCCLS Diversity Training
- 03/22 WCCLS RFID Tagging Team begins tagging SPL materials
- 03/22 City of Sherwood delayed opening due to weather
- 03/22 Sue Decker hosted a Cub Scout tour/program (7 participants)
- 03/23 Teddy Bear Sleepover (42 stuffed animals spent the night at the Library)
- 03/26 Jennifer Ortiz, newly hired Event & Volunteer Coordinator introduced
- Library staff attended various regional, City and WCCLS meetings: RFID, Circulation, Youth Services, Adult Services, WUG, OLA/Public Library Division Board and Safety Committee

Library Business & News

Symphony Storytimes were a great success. Tualatin Library may be hosting the program next year.

The squiggle benches in the children’s area have been re-upholstered.

RFID gates were installed after a few issues with the raised floor and concrete slabs were resolved.

New self-check machines are up and running. We thought we would need staff to assist patrons for the first few days, but the new machines are pretty intuitive and patrons are

doing well without too much intervention needed from staff. We may move them to a different location in the future if that becomes necessary.

The copier has been moved to the area between the Parenting and Spanish Collections and we are waiting on an electrical plug and a part for the coin-op piece before it will be back up and running.

No theft has occurred that we are aware of since the installation of the security gates.

We have been discussing the possibility of moving the Best Seller media materials out to the shelves instead of keeping them behind the Circulation Desk since we now have the security gates.

We had some vandalism in the women's rest room recently. It was graffiti on the wall. The Police Department was notified and Public Works quickly cleaned and painted to remove it.

Hearing Voices had a smaller audience this year.

We had a reconsideration request for the title, *Z is for Zombie*. It was reviewed by Library Board member Colleen Swihart and a member of the Friends of the Library and it was decided the title would be moved from the Picture Book collection to the poetry section of Juvenile Non-Fiction. The person making the reconsideration request was notified of the decision.

There was a meet and greet for the three finalists for the City Manager position. A decision is in process.

Art glass panels were received and will be mounted on the old Self-Check cabinets sometime in the next week or two. This will provide a divider to prevent people from avoiding the security gates.

Public Works has been fabulous assisting with all of the RFID related changes.

In May we have a Multicultural Workshop that will be presented from 10:30-12:30 on May 5th, 19th, and 26th.

On May 20th there will be a Writer's Reading and Reception for the participants in the Writing Workshops. The Friends of the Library will be providing light refreshments. We are hoping to offer the Writing Workshops again in the fall.

Maid Marian Coronation will take place on Monday May 21st in the Library beginning at 5:45.

Summer Reading begins June 1st. Programs will be held in Cannery Square. We are looking forward to using the new space for these programs.

Pam presented Nancy Ellingson with a gift for her service as Library Advisory Board Chair.

Other business

Nancy shared that Blackbird Coffee is closing.

Teddy Bear Sleepover - Library Board members were very impressed and noted that Jenny and Crystal should be commended for all their hard work on this program. They went the extra mile with the photos and books for the kids to take home. Board members thought it was great that we were doing more programs to get kids into the library. Well done Jenny and Crystal!

Colleen asked about Library 2 Go and Pam explained that WCCLS coordinates our program. There is not always a big selection and usually lots of holds. E-books are technically like buying a hardcover book and loaning it out. There continues to be lots of ongoing debate about E-books and publishers vs. libraries.

The next Board meeting is on Wednesday, June 20th at 6:30 pm in the Library/City Hall Community Meeting Room.

Adjournment

The meeting was adjourned at 7:15pm.