



Home of the Tuolatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

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| MEETING TITLE | <u>City of Sherwood Library Advisory Board</u> |
| DATE & TIME | <u>February 16, 2011 6:30 P.M.</u> |
| LOCATION | <u>Sherwood Library/City Hall ,Community Meeting Room</u> |
| FACILITATOR | <u>John Urban, Chair</u> |
| NOTES TAKEN BY | <u>Mary Madland</u> |

AGENDA

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

ATTENDEES

| Library Advisory Board | Absent | Council Liaison | Absent |
|------------------------|--------|---------------------------|--------|
| John Urban, Chair | | Linda Henderson | |
| Debbie Canepa | | | |
| Amy Christie | | City Staff | |
| Nancy Ellingson | | Pam North | |
| Debra Pearce | | Mary Madland | |
| Diana Stanley | | Kristen Switzer | X |
| Coleen Swihart | | | |
| Conrad Thomason | | Guests | |
| | | Liz Myers, Friends of the | |
| Molly Woodbury | | Sherwood Library | X |

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:33 pm by Chair John Urban. No changes to the agenda were noted. North introduced new Council Liaison Linda Henderson.

Approval of Minutes

Canepa moved the minutes by approved, as written. Pearce seconded. The December 2010 minutes were approved unanimously without correction.

Library Manager's Report

Sherwood Public Library – December 2010

| | <u>Current Yr</u> | <u>Past Yr</u> | <u>% Change</u> |
|------------------|----------------------|----------------|---------------------------------|
| <u>Check out</u> | <u>30,961,270,23</u> | | <u>+14.5 (14.7% self-check)</u> |
| <u>Check in</u> | <u>23,928</u> | <u>22,276</u> | <u>+7%</u> |

- New Library cards 101
- Volunteer hours 178.55 hours (26 volunteers)

Monthly Activities

- Thirty Baby, Preschool and Toddler story times (595 children / 399 adults)
- One Read-to-the-Dogs program on Saturdays
- Magazine Monday (free magazine giveaway)
- 12/06-12 Food For Fines Week benefitting Sherwood Helping Hands
- 12/15 Library opened at 1pm so staff could attend the City of Sherwood 2010 Year-End Luncheon
- 12/16 Library Advisory Board Meeting & City Council SWOT/Board Appreciation Dinner
- 12/24-12/25 Library closed for Christmas holidays
- 12/31 Library closed at 5pm for New Year's Eve
- Jenny Swanson provided training for new volunteers
- Two new on-call Library Assistant I's hired – Gwen Thompson & Mary Zickafoose
- Year-end performance evaluations completed for management staff
- Pinn Crawford staffs virtual library reference services - L-Net & InfoQuest
- Library staff attended various City and WCCLS committee meetings & events – Youth Services, WUG, Circulation Services, Policy Group, Cataloging and Safety.

Sherwood Public Library – January 2011

| | <u>Current Yr</u> | <u>Past Yr</u> | <u>% Change</u> |
|------------------|---------------------|----------------|-----------------------------|
| <u>Check out</u> | <u>33,32630,782</u> | | <u>+8% (16% self-check)</u> |
| <u>Check in</u> | <u>24,05923,290</u> | | <u>+3%</u> |

- New Library cards 148
- Volunteer hours 165.50hours (24 volunteers)

Monthly Activities

- Twenty-six Baby, Preschool and Toddler (including Symphony Story times)(744 children / 605 adults = 1349).
- Oregon Symphony Storytimes were very well attended. The Oregon Symphony musicians and their instruments visiting Sherwood were: January 5 - Ken Finch and the cello, January 12 - Mark Dubac and the clarinet, January 19 - John Cox and the French horn and on January 26 - Gordon Rencher and percussion.
- One Read-to-the-Dogs program on Saturday.
- Magazine Monday (free magazine giveaway).
- 01/01 & 01/17 Library closed for New Year's Day and MLK Jr. Holidays.
- The Library received a \$2102 Ready to Read grant to improve library services to children.
- 01/16 Free Drop-in Writing Workshops for adults resume once monthly through June.
- FY2011-12 budget narrative, goals and objectives, performance measures, and expense and revenue forecasts submitted to the Finance Department.
- Most Federal tax forms available for public. State not providing forms for distribution this year.
- Pinn Crawford staffs virtual library reference services - L-Net & InfoQuest.
- Library staff attended various regional, city and WCCLS meetings & events – OLA/Public Library Division Board, Youth Services, WUG, Circulation Services, Acquisitions, Policy Group, Cataloging and Safety.

Library Business & News

- Linda Henderson asked about the funds from the Dive Into Savings promotion and if they could be used to fund the purchase of more children's materials for the library. North advised the funds had not been spent yet and could be used for children's materials.
- North advised we have 5 applicants so far for the Library Board position. Councilor Henderson advised she knew of one more applicant. Interviews will be held in March and new board member should be on board for the April meeting.
- The Sherwood Foundation for the Arts is sponsoring Altered Books program. Library is providing books which can be picked up at Odge Podge. Henderson asked about when and where display would be held. That is still to be determined, but could be in the Community Room or in the Library, possibly on a Thursday evening.
- North advised Dawn Borgardt is leaving to take a position at the Beaverton Public Library as a Youth Services Librarian. Two senior on-call staff will be filling her hours. Sandy Vias will be working Wednesday and Thursday evenings and Becky Gray will be working Saturdays.
- Sue Decker is on leave and doing well. We hope to have her back in April.
- The Library will be hosting a Spring Cleaning party on Sunday March 6th from 9:30 am-12:30 pm. The event is limited to 30 people and sign-ups can be made online or there are paper sign-up sheets available in the Library.

Other business

- Election of Officers – Nancy Ellingson was elected Chair and Debbi Canepa was elected Vice-Chair
- Audience member Omar N'Gadi asked to speak. He had several questions about his desire to assist the City with grant writing and is particularly interested in grant writing to provide the Library with additional funds. Councilor Henderson suggested he contact the City and the Community Development Department.
- Stanley asked about E-readers and the possibility of a Library program to provide hands-on instruction for the various devices and the Library2Go program. North will look into the idea.
- Pearce asked about the ILL program and who would be handling ILL's while Pinn Crawford is on leave. Pam advised ILL requests would continue while Pinn is on leave.

The next Board meeting is on Wednesday, April 20, 2011 at 6:30pm in the Community Meeting Room at the City Hall/Library.

Adjournment

The meeting was adjourned at 7:30 pm