



Home of the Tuolatin 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>June 15, 2011 6:30 P.M.</u>
LOCATION	<u>Sherwood Library/City Hall ,Community Meeting Room</u>
FACILITATOR	<u>Nancy Ellingson, Chair</u>
NOTES TAKEN BY	<u>Denise Berkshire</u>

AGENDA

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

ATTENDEES

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

MEETING NOTES

Roll Call/Introductions

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

Approval of Minutes

Ellingson moved the minutes be approved, as written. Motion was seconded and the April 20, 2011 minutes were approved.

Sherwood Public Library – May 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	<u>33,283</u>	<u>30,249</u>	<u>+10% (14% self-check)</u>

<u>Check in</u>	<u>24,225</u>	<u>23,722</u>	<u>+2%</u>
-----------------	---------------	---------------	------------

- New Library cards 120
- Volunteer hours 183.50 hours (26 volunteers)

Monthly Activities

- 35 Baby, Preschool and Toddler Storytimes (708 children/519 adults = 1227 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 05/7 “Traveling with Kids” program, sponsored by AAA Oregon (0 attendees)
- 05/12 Friends of the Library Meeting
- 05/13 Library Staff Meeting
- 05/14 Altered Book Exhibition & Silent Auction benefiting the Sherwood Foundation for the Arts & the Friends of the Sherwood Library
- 05/15 Drop-In Writing Workshop for Adults (7 attendees)
- 05/17 Library Assistant II Pinn Crawford and husband, Bill, welcomed baby daughter Róisín Eleanor Mariposa!
- 05/17 Sherwood Robin Hood Festival Maid Marian Coronation
- 05/21 “Taming Your Food Budget” w/Kati Neville program, sponsored by the Friends of the Sherwood Library (8 attendees)
- 05/30 Library closed for Memorial Day holiday
- Installation of an additional data drop and two computers in the workroom were completed – more available workspace and greater efficiency!
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library Assistant II Pinn Crawford staffs virtual library reference services - L-Net & InfoQuest.
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Cataloging, Policy Group, Youth Services and Safety

Library Business & News

- The Sherwood City Council adopted the FY 2011-12 Budget on Tuesday, June 7, 2011
- The Cultural Coalition of Washington County once again awarded the Sherwood Public Library a grant for Oregon Symphony Storytimes.
- The Cannery Plaza construction began and is projected to be completed in November 2011.
- North and McLaughlin are in the process of conducting a Reconsideration Request for a DVD. They have 30 days to respond to the request.
- The Friends of the Library purchased a DVD & CD cleaning and repair machine valued at \$1800! Staff is working on a process for using the machine and considering a volunteer position to aid in this process.
- The next Friends of the Library meeting is scheduled for July 7, 2011 at 7 pm.
- The Sherwood Public Library and City Hall will be closed on July 4.
- The Robin Hood Festival is scheduled for July 15 and 16. This annual event can make getting to the Library a little interesting, so please be aware that access to the parking lot may be limited and detours and restricted parking in the Old Town area are likely.
- Teresa Klepinger (a.k.a. Miss Theresa) who presents the library's storytime, has written a book. She will be offering a presentation on her book, *Cliffhanger Writing Prompts*, on July 28 at 6:30 pm in the Community Room.
- On August 19, the library will be holding the annual half day staff in-service day. North thanked the Library Advisory Board for their continued support.
- The Blue Donation Boxes for Books-lots are being investigated by the State of Oregon Justice Department. The private company responsible for these boxes is donating less than 75% of the proceeds.
- North introduced the new draft SPL Donation Policy for gifts and memorial donations (see record). The group discussed parameters of the policy, how donations from patrons and citizens are processed, and circulation vs. donation procedures. The policy was met with enthusiasm. There was a request for additional time to review the document, and to let the Friends of the Library (who is mentioned as the channel for financial donations) have the opportunity to see it before Board approval. Approval of the Donation Policy will be added to the August LAB agenda.

Other business

- Henderson shared the URA Board approved a resolution to begin work on the Sherwood Community Center, which is the current machine works building. During the first year of operation, the facility will be managed by the City of Sherwood. The current tenant will begin moving out in September 2011, with an estimated completion of the Sherwood Community Center in fall of 2012.

- There was discussion about Old Town development; parking, Cannery Plaza, and Sherwood Community Center.
- There was a comment about lack of parking during storytimes and Summer Reading Program events in the City Hall parking lot. North explained that staff typically park in the American Legion lot and the Robin Hood Theatre parking lot, but those staff members who work late are permitted to use the City Hall/Library lot for safety and security purposes. Henderson will follow up on this topic.
- North thanked Molly Woodbury for her service on the Library Advisory Board, and will seek her re-appointment at the next scheduled City Council meeting.

The next Board meeting is on Wednesday, August 17, 2011 at 6:30pm in the Community Meeting Room at the City Hall/Library.

Adjournment

The meeting was adjourned at 7:55 pm