



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 16, 2015, 6:30 P.M.</u>
LOCATION	<u>Sherwood Library/City Hall, Conference Room A</u>
FACILITATOR	<u>Christine McLaughlin</u>
NOTES TAKEN BY	<u>Crystal Garcia</u>

AGENDA

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

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Amy Christie		Jennifer Harris	
Jack Hoffbuhr			
Christine McLaughlin		City Staff	
Liz Myer		Adrienne Doman Calkins	
Pat Reisinger		Crystal Garcia	
Diana Stanley	X	Kristen Switzer	X
Coleen Swihart	X		
Conrad Thomason	X	Guests	
Colin Woodbury (High School Representative)	X		

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:30 P.M. by Chair Christine McLaughlin.

Changes to Agenda

Pat Reisinger requested adding the agenda item of identifying best practices for library advisory boards.

Approval of Minutes

Motion to approve the February 2015 minutes was made by Jack Hoffbuhr, seconded by Pat Reisinger, and approved unanimously.

Library Manager's Report

- Adrienne Doman Calkins reviewed the monthly Management Reports for February 2015 and March 2015.
- The library has acquired a movie license and began showing movies during Spring Break. Movie programs will expand to include documentaries and films that may complement other programs or community events.
- Lego Maniacs program with Mr. Blair, Master Builder, was well-attended with a total of 52 participants.
- The Six Word Story Contest received 200+ participants and the top three winners are on display in the library.
- Jaime Thoreson has been hired as the new Youth Services Librarian.

Appointments

- Christine McLaughlin has been officially reappointed to the board, as approved by City Council, and will continue to serve as board Chair.
- Two applications have been received to fill the seat vacated by Amy Christie, whose term ended in February 2015. Adrienne, Christine, and Councilor Harris will interview applicants.

Other Business

- The Board discussed identifying best practices for library advisory boards. Adrienne will locate the Library Advisory Board manual and make that document available to board members. Councilor Harris shared that the City Council has the goal of standardizing board and commission procedures, including term limits and application processes. The Board decided to wait for the outcome of Council's discussion so as not to duplicate efforts.
- It was suggested that the at-large board seat be dedicated as such. Currently, it isn't clear that residents living outside of the city limits are able to serve on the Library Advisory Board. The Board agreed that dedicating an at-large seat may encourage more applicants.

The next Board meeting will be on **Wednesday, June 17, 2015 at 6:30 P.M.** in the Sherwood Library & City Hall, Conference Room A.

Adjournment

The meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Crystal Garcia