



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	City of Sherwood Library Advisory Board
<b>DATE &amp; TIME</b>	Wednesday, February 21, 2018, 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall, Conference Room A
<b>FACILITATOR</b>	Madeline Robinette, Chair
<b>NOTES TAKEN BY</b>	Crystal Garcia
<b>MINUTES APPROVED</b>	<i>Wednesday, April 18, 2018</i>

#### AGENDA

Items	Person Presenting
1. Call to Order/Roll Call/Introductions/Changes to Agenda/ Approval of December 2018 Meeting Minutes	Robinette
2. Sharing	All
3. Library Updates, including Budget Updates/Bi-Annual Survey Analysis/Annual Report/2017 Connections Report	Doman Calkins
4. High School Updates	Tan
5. Other Business	Robinette
6. Council Updates	Brouse
7. Adjournment	Robinette

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Christine McLaughlin		Renee Brouse, City Councilor	
Randy Mifflin			
Madeline Robinette, <i>Chair</i>			
Ursa Shaw - <i>Rural rep.</i>		<b>City Staff</b>	
Eleanor Simon		Adrienne Doman Calkins	
Eugene Tan – <i>High School rep.</i>	X	Crystal Garcia	
Donna Vande Kieft			
Joyce Venjohn			
D’Ann Wells			

## MEETING NOTES

### Call to Order/Roll Call/Introductions/Changes to Agenda/Approval of Minutes

The meeting was called to order at 6:30 P.M. by Chair Madeline Robinette. Joyce Venjohn moved to approve the December 2017 meeting minutes. Eleanor Simon seconded, and the motion was approved unanimously.

### Sharing

**Eleanor Simon** Began using the Libby app to access e-books and audiobooks.

**Madeline Robinette** Borrowed the *Blind Date with a Book* display idea from the library and implemented a similar display in her middle school library to much success.

**D'Ann Wells** Became involved with the adult book club at the library. She and her family have been enjoying the inclusive storytime presented at the library.

**Renee Brouse** Learned about the new Playaway collection and is excited to try this new format. She will be attending the *Beyond Invitation* program that is being presented in cooperation with Oregon Humanities, Tualatin Valley Creates, and Washington County Nonprofit Network.

**Christine McLaughin** Shared that her daughter has begun volunteering to create bulletin board displays for the Children's Area of the library.

**Joyce Venjohn** Shared that she discovered a library while in London that had a special collection for dyslexic children and suggest that Sherwood consider adding this kind of collection in the future. Shared that there are opportunities for the library to build stronger partnerships with the Senior Center now that the Center is being managed by City staff.

**Donna Vande Kieft** Has become involved in the adult book group at the library, and also the Sherwood Bookends Book group. Shared that Rotary is working on a Peace Village to take place at St. Francis on July 9-13—volunteers are needed to help with planning.

**Ursa Shaw** Attended the library's Trivia Night at 503 Uncorked. Shared that Murray Scholls Children's Area has a glass partition separating it from the main library—this kind of design might work well in helping with the noise levels with our library.

**Randy Mifflin** Shared that Washington County is hiring a staff person to serve as a liaison between the senior centers in the region. This person may be able to help build partnerships between the libraries and senior centers.

### Library Updates

Adrienne Doman Calkins shared that the library has filled the Technical Services Librarian vacancy. Rachel Seltz started in this position on February 5<sup>th</sup> and is learning the job very quickly. On a cooperative level, long-time library director, Eva Calcagno, is retiring at the end of February. Five candidates are moving forward in the hiring process for the library director position.

Doman Calkins shared that she has had a preliminary budget meeting with the City's finance department and gave an overview of the budget process. Budget Committee meetings are scheduled for Thursdays in May. Library funding from WCCLS is stable. Overdue fee revenue has decreased and will continue to decrease as more items are being checked out digitally and juvenile materials no longer carry fines.

Doman Calkins reviewed the Quarterly Management Report. Public computers were accessed 3,000 times this quarter. Sherwood's total collection size is now over 49,000 item. 1,673 items were added this quarter. 156 programs were presented—attendance increased for adult programs and remained stable for school-age programs. Storytimes continue to be well-attended. Adult Fiction circulation numbers increased, likely as a result of the LED lighting installation.

Doman Calkins reviewed the bi-annual survey comments. The majority of the comments were very positive, especially about staff customer service. Of the negative comments, several patrons commented about the noise level in the library being too loud. There were also comments about the need for private study/meeting spaces.

### **High School Updates**

The board's high school representative member, Eugene Tan, was not present to give an update. Chair Robinette and Doman Calkins had previously met with Tan regarding his attendance at the meetings. The Charter states that any board member missing three (3) consecutive meetings is grounds for dismissal. The board discussed possibly inviting a member of the Teen Library Advisory Board to serve as the high school representative. Brouse shared that Council will be discussing Charter changes with regard to committees in the near future—likely at the Council retreat in April. The Board may wait until after the Council retreat to decide how to fill this position.

### **Council Updates**

Brouse shared that Council made the decision to direct staff to continue to move forward with the skate park process. The City will be applying for a grant that could potentially provide 60% of the funding needed to complete the skate park. The remainder of the funding will come from System Development Charges (SDC) that are required to be used in Parks & Recreation. Council also approved red light photo enforcement cameras for speeding. These cameras will likely be in place by June at the intersection of Sunset and 99W. City staff will be making budget presentations to Council in the near future. There will be a Candidates Forum on Monday, February 26 at 6:30pm. The State of the City address will take place on Monday, March 5 at noon at the Center for the Arts, admission is \$12.

The next meeting is on April 18<sup>th</sup> at 6:30pm

### **Adjournment**

The meeting was adjourned at 7:55 P.M.

Respectfully submitted,  
Crystal Garcia