



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, October 17, 2018, 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall, Conference Room A
<b>FACILITATOR</b>	Madeline Robinette, <i>Chair</i>
<b>NOTES TAKEN BY</b>	Crystal Garcia
<b>MINUTES APPROVED</b>	<i>Tuesday, December 18, 2018</i>

#### AGENDA

Items	Person Presenting
1. Call to Order/Roll Call/Introductions/ /Changes to Agenda/ Approval of August 2018 Meeting Minutes	Robinette
2. City of Sherwood Charter Review Committee updates	Mifflin, Randy
3. Joint Meeting with City Council Overview and Discussion SWOT format review	Doman Calkins
4. Other Business	Robinette
5. Council Updates	Brouse
6. Adjournment	Robinette

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Christine McLaughlin	x	Renee Brouse, City Councilor	
Randy Mifflin		Jennifer Kuiper, City Councilor, Alternate	x
Madeline Robinette, <i>Chair</i>		<b>City Staff</b>	
Ursa Shaw - <i>Rural rep.</i>		Adrienne Doman Calkins	
Eleanor Simon		Crystal Garcia	
Rebecca Mifflin, <i>SHS rep</i>			
Donna Vande Kieft	x		
Joyce Venjohn, <i>Vice Chair</i>			
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. D'Ann Wells moved to approve the August 2018 meeting minutes. Joyce Venjohn seconded, and the motion was approved unanimously.

## **City of Sherwood Charter Review Committee updates**

Library Advisory Board representative to the City Charter Review Committee, Randy Mifflin, shared that the first City Charter Review Committee meeting will be held on Tuesday, October 30 at 6:00 p.m. Members of the City Charter Review Committee have been provided a copy of the current City Charter with specific areas highlighted for City Charter Review Committee members to consider. Randy is looking forward to the participating in the review process and the Board members thanked him for representing them on the Charter Review Committee.

## **Library Updates**

Doman Calkins share the following updates:

- Adam Lewkowsky has been hired as a Librarian I (Adult Services). Lewkowsky has worked at the Tualatin Public Library for several years and will be continuing the Library's Trivia nights at 503 Uncorked.
- The Library of Things collection has been well-received by the community. Approximately half of the collection is checked out at any given time.
- WCCLS will have a new catalog in November. Adrienne Doman Calkins shared a flyer and presented a slideshow describing the top 5 things to know about the new catalog. The new catalog will allow for a personalized experience, better search options, shareable content, easier browsing and a simple account registration process.

## **Joint Meeting with City Council Overview and Discussion SWOT format review**

Doman Calkins shared that the Mayor and City Council are holding joint meetings with all of the City boards and commissions. The Library Board is scheduled to meet with the Mayor and City Council on Wednesday, November 7, at 6:00 p.m. The purpose of the joint meeting is to conduct a SWOT assessment and have an informal conversation with the Mayor and City Council. Councilor Renee Brouse shared that by holding joint meetings with every City board and commission, the City Council is intending to increase transparency and ensure that the City Council and the boards and commissions are working together.

## **2019 Meeting Schedule**

The Board discussed meeting more frequently due to additional upcoming projects, including developing a new strategic plan, reviewing facility plans, updating policies and preparing for the levy vote in 2020. The Board agreed to meet monthly, with the exception of June and August. Meetings will be scheduled for 1.5 hours. Statistics will be presented every other month. Current board members who are unable to attend monthly meetings will plan to attend every other month. Venjohn moved to change the Board meeting schedule to monthly meetings, with the exception of June and August. Randy Mifflin seconded, and the motion was approved unanimously.

## **Other Business**

High school representative, Rebecca Mifflin, shared a library survey she created to distribute to students at the Sherwood High School and requested feedback from the Board. The Board was very impressed with the survey and offered feedback. Rebecca shared that she created the survey after researching surveys at the Bill and Melinda Gates Foundation website. The survey will be available in hardcopy and online survey for students to complete.

### **Council Updates**

Councilor Renee Brouse shared the following updates:

- The Council is holding joint meetings with all of the City boards and commissions.
- The Council is working on several code updates.
- In the upcoming election on Tuesday, November 6, the Mayor and three City Council seats will be on the ballot. All candidates are running unopposed.
- The new hotel will open shortly, bringing in local transient tax funds to the City. The Council will begin discussing how the local transient tax will be used.
- The speed-on-green photo enforcement cameras have been turned on. In the first six days, 1000+ potential infractions were recorded. Tickets are not issued until staff have reviewed the recording of the infraction.
- The Council may be considering a possible truck route ordinance to reduce noise in the Woodhaven area during the construction of the new high school.
- Councilor Jennifer Kuiper's last Council meeting will be the first January meeting.

### **Adjournment**

The meeting was adjourned at 7:59 P.M.

Respectfully submitted,  
Crystal Garcia