



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, January 16, 2019, 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall, Conference Room A
<b>FACILITATOR</b>	Madeline Robinette, <i>Chair</i> (outgoing) & D'Ann Wells, <i>Chair</i>
<b>NOTES TAKEN BY</b>	Crystal Garcia
<b>MINUTES APPROVED</b>	February 20, 2019

#### AGENDA

Items	Person Presenting
1. Call to Order/Roll Call/Introductions/Passing of Chair and Vice Chair responsibilities/Changes to Agenda/ Approval of December 2018 Meeting Minutes	Robinette/Wells
2. Thank you to Madeline and Joyce for their leadership	Doman Calkins
3. City of Sherwood Charter Review Committee updates	Mifflin, Randy
4. Library updates/TeenLAB visits next month/Quarterly Report	Doman Calkins
5. High School Student Survey	Mifflin, Rebecca
6. Other Business	Wells
7. Council Updates	Brouse
8. Adjourn	Wells

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Christine McLaughlin		Councilor Renee Brouse	
Randy Mifflin, <i>Vice Chair</i>			
Madeline Robinette,			
Ursa Shaw - <i>Rural rep.</i>	x	<b>City Staff</b>	
Eleanor Simon	x	Adrienne Doman Calkins	
Rebecca Mifflin, <i>SHS rep</i>		Crystal Garcia	
Donna Vande Kieft			
Joyce Venjohn			
D'Ann Wells, <i>Chair</i>			

## 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. Robinette passed the meeting over to incoming Chair, D'Ann Wells. Joyce Venjohn passed the Vice Chair position to Randy Mifflin. Donna Vande Kieft moved to approve the December 2018 meeting minutes. Chrissy McLaughlin seconded, and the motion was approved unanimously.

### Thank you to Madeline and Joyce for their leadership

The Board thanked both Robinette and Venjohn for their leadership as Chair and Vice Chair, respectively. Adrienne Doman Calkins presented Robinette and Venjohn with WCCLS branded umbrellas as a thank you for their service on the board in leadership capacities. Additionally, McLaughlin also received an umbrella as her 2<sup>nd</sup> term is expiring soon.

### City of Sherwood Charter Review Committee Updates

Randy Mifflin share the following updates:

- The Charter Review Committee has compiled a list of issues for consideration and will be focusing on five of these issues. The complete list of [Sherwood Charter Review Issues](#) can be found on the City of Sherwood website.
- The next Charter Review Committee meeting will be held on Thursday, January 24<sup>th</sup> and 6:30 p.m. and will include a discussion on the Urban Growth Boundary and a Q&A session.

### Library Updates

Doman Calkins shared the following library updates:

- Eleanor Simon resigned from the board for personal reasons. There are two years remaining in Simon's four-year term. Additionally, McLaughlin's 2<sup>nd</sup> term is ending. Doman Calkins will post both vacancies and they are expected to be filled in April.
- The Library is now circulating video games.
- About ½ of the Library of Things collection is checked out at any given time.
- The rollout of the new catalog is going well.
- The Library is halfway through the first annual Adult Winter Reading Program.
- The popular Six Word Story Contest will be launching in March, with winners unveiled in April for National Library Week.
- TeenLAB will be giving a presentation at the next board meeting.

### Quarterly Report

Doman Calkins shared the 2<sup>nd</sup> quarter (October, November, December) management report. Highlights include:

- The Library issued 320 news cards this quarter.
- Visits are up 6% compared to last year.
- Public computer usage saw an increase in both the number of sessions and in total hours spent on the computers.
- Circulation increased 7.4% this quarter.

- The Homework Help program is seeing low attendance. The Library will try publicizing this program more, then reevaluate.
- Staffing updates: Four part-time Library Assistant positions became benefitted, union-represented positions. Adam Lewkowsky, our new Librarian I for Adult Services, started in November.
- 600 donated food items were collected during the annual Food for Fines program held in December.

## High School Student Survey

High school representative, Rebecca Mifflin, shared her marketing strategy for a high school student survey she is working on and asked for input. Rebecca's strategy includes:

- Creating and posting signs with QR codes at the high school.
- Asking English teachers to promote the survey to their students.
- Including information about the survey in announcements at SHS.

McLaughlin suggested posting information about the survey on the high school parents PAC Facebook page. The Board agreed that offering small incentive prizes might increase participation. Participants will be entered into a drawing for one of five Dutch Bros coffee cards. The Library will budget for the incentives. Mifflin will send a draft of the survey to members for feedback.

## Other Business

Doman Calkins shared the draft Collection Development Policy with the Board. General consensus was that the policy was well-written, especially with regard to the section on Intellectual Freedom. Doman Calkins will send out an electronic version of the policy and Board members will have a two-week time period to review the policy again and make suggestions. Doman Calkins is also asking for input from Library staff, particular librarians—all of whom select materials for the collection. Input will be incorporated for a second reading of the policy in February.

## Council Updates

Councilor Renee Brouse shared the following updates:

- Councilor Jennifer Kuiper had her last council meeting on January 15<sup>th</sup>, 2019, concluding her four-year term. Newly elected Councilor Doug Scott was sworn in. Mayor Keith Mays, Councilor Russell Griffin and Councilor Tim Rosener were sworn in for their reelected terms.
- The Council is in discussion regarding truck routes, especially with regard to Sunset Boulevard.
- The Council attended the annual Council Retreat. Dan Jamison facilitated a Council goal setting session. The Council remains interested in developing a Youth Committee and Senior Advisory Committee.
- The West family made a presentation honoring holocaust survivor Alter Wiener, who recently passed away. The family announced plans to raise funds to construct a park bench in Mr. Wiener's honor.

## Adjournment

The meeting was adjourned at 7:55 p.m. Respectfully submitted, Crystal Garcia