

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board
DATE & TIME: Wednesday, May 15, 2019, 6:30 p.m.
LOCATION: Sherwood City Hall, Conference Room A
FACILITATOR: D’Ann Wells, Chair
NOTES TAKEN BY: Crystal Garcia
MINUTES APPROVED: Wednesday, July 17, 2019

ATTENDEES:

Library Advisory Board

Inti Dewey (4/2023)
Randy Mifflin (6/2021), Vice Chair
Madeline Robinette (9/2019)
Ursa Shaw (12/2020), Rural rep. – absent
Rebecca Mifflin, High School rep. – absent
Jane Van Kuren (12/2020)
Joyce Venjohn (11/2019)
D’Ann Wells (6/2021), Chair

Council Liaison

Renee Brouse, City Councilor

City Staff

Adrienne Doman Calkins, Library Manager
Crystal Garcia, Librarian II, Secretary

AGENDA:

1. Call to Order/Roll Call/Introductions (Wells)
Changes to Agenda
Approval of April 17, 2019, Meeting Minutes
2. City of Sherwood Charter Review Committee updates (Mifflin, Randy)
3. High School Student Survey (Mifflin, Rebecca)
4. Library Quarterly Statistics (Doman Calkins)
Facility Master Plan updates
Strategic Plan 2017-2019 progress report
5. Brainstorming – Board training ideas & next steps (Doman Calkins)
6. Council Updates (Brouse)
7. Adjourn (Wells)

MEETING NOTES:

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

The meeting was called to order at 6:35 p.m. by Chair D'Ann Wells. Randy Mifflin moved to approve the April 17, 2019 meeting minutes. Madeline Robinette seconded, and the motion was approved unanimously.

City of Sherwood Charter Review Committee updates

Randy provided final draft copies of the "Sherwood Charter Review Committee Recommendation to City Council" document. The recommendation document will appear before Council at the June 4, 2019 meeting. Once Council approves the recommendation document, members of the Charter Review Committee will meet once more to decommission the Charter Review Committee. The Board expressed their appreciation for Randy representing them on the Review Committee.

High School Student Survey

Randy presented on behalf of Rebecca Mifflin. Rebecca has set a goal of receiving at least five more survey responses. The comments from respondents thus far have been very informative. Inti Dewey suggested Rebecca network with area Teen Library Advisory Boards to learn of outreach efforts that have been successful for other groups. The Board expressed appreciation for Rebecca's efforts to gain feedback from high school students in the community, and look forward to learning her results from the survey.

Library Quarterly Statistics

Adrienne Doman Calkins reviewed the Quarterly Management Report or FY18-19 Quarter 3 (January, February, March 2019). Highlights include:

- The Library saw a 6% increase in the number of visitors welcomed to the library compared to last year, which is an average of 719 visitors per day.
- 331 new library card holders were added this quarter.
- Sherwood's local collection is now over 52,000 items.
- There were nearly 94,000 total checkouts this quarter, which is a 3.2% increase in circulation compared to last year. Digital checkouts rose 47% and account for 15% of all checkouts. Physical checkouts, by comparison, rose 1%.

Doman Calkins reviewed the statistical heat map for FY18-19 with the group.

Facility Master Plan Update

- Doman Calkins sent out a Doodle poll to the Board proposing two possible dates for board members, along with other library stakeholders, to meet with Hacker Architects. The purpose of the meeting is for Hacker Architects to present various library expansion designs for stakeholders to consider and provide feedback.
- Further along in the design process the community will have opportunities to provide feedback on the proposed designs as well.

- Jane Van Kuren asked if creating private meeting rooms is being considered. Doman Calkins shared that private meeting rooms will be incorporated into all of the design plans being presented.

Strategic Plan Progress Report

- Doman Calkins provided copies of the Library Strategic Plan 2017-2019 progress report. The strategic plan is 80% completed.
- The remaining 20% includes significant challenges for the Library, including identifying underserved communities in our service area, and reaching out to Latino and Spanish-speaking community members specifically.
- Councilor Renee Brouse spoke to the difficulty of equity work, and recognized that the Library is the first, and currently only, City department currently engaging in equity work.
- Robinette suggested the library consider engaging with the Project Lit Community which is a grassroots literacy movement that works to empower readers in schools and communities across the country with a specific focus on promoting culturally relevant books.
- General consensus was that the Board has a strong interest in seeing the library continue to lead with DEI (diversity, equity and inclusion).

Brainstorming – Board training ideas & next step

Doman Calkins shared that the State of Oregon library will be offering trustee/board training in the next fiscal year that will be available for board members. The Board will continue the brainstorming discussion at the next meeting and/or via email.

Other Business / Public Comment

Doman Calkins will wait to fill the vacant Board seats until after City Council finalizes changes to the board and commissions structure. Changes are expected to be approved by the end of June.

Council Updates

Councilor Brouse shared the following updates:

- Cruisin' Sherwood will be on Saturday, June 8.
- City Council is currently going through the budget process. The next budget meeting is Thursday, May 16.
- The Sherwood Police Foundation Gala will be on Saturday, May 18, at the Sherwood Center for the Arts.
- Construction continues on roadways throughout Sherwood.

The meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Crystal Garcia