

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board
DATE & TIME: Wednesday, July 17, 2019, 6:30 p.m.
LOCATION: Sherwood City Hall, Conference Room A
FACILITATOR: Randy Mifflin, Vice-chair
NOTES TAKEN BY: Crystal Garcia
MINUTES APPROVED: September 18, 2019

ATTENDEES:

Library Advisory Board

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

Council Liaison

Renee Brouse, City Councilor – absent

City Staff

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

AGENDA:

1. Call to Order/Roll Call/Introductions (Wells)
Changes to the Agenda
Approval of May 15 and June 6, 2019, Meeting Minutes
2. Facility Master Plan updates (Doman Calkins)
Statistics for April – June
Partnership Policy Draft Review
3. Review of election and advocacy laws (Doman Calkins)
4. High School Student Survey (Mifflin, Rebecca)
5. Strategic Planning Journey Map Preview (Doman Calkins)
Discussion Asset Map Process Preview
6. Other Business / Public Comment (Wells)
7. Council Updates (Brouse)
8. Adjourn (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 Vice-chair Randy Mifflin. Joyce Venjohn moved to approve the May 15, 2019 meeting minutes. Ursa Shaw seconded, and the motion was approved unanimously.

Facility Master Plan Updates

- Adrienne Doman Calkins shared that Hacker Architects recently submitted an additional expansion option, "Option D", for review. Option D allows for council chambers to be directly above where it is currently located and also moves it closer to the elevator. Option D also removes a kitchenette located near the new community meeting room that is included in the other proposed options, which somewhat limits programming possibilities.
- Adding a noise barrier between the children's area and the public internet terminals is a high priority for the board.
- Next steps are to price out the proposed Options A-D.
- It is expected for the master plan to be complete in August, and for the final master plan to be presented at the September Board meeting.

Statistics for April – June

Doman Calkins share the Quarterly Management Report for FY18-19 Quarter 4 (April-June).

Highlights include:

- Reference statistics have increased. Staff are becoming better at reporting their reference transactions.
- Digital checkouts increased 42% for the quarter.
- 43% of checkouts are now done via the self-check machines. Two years ago this number was about 15% of checkouts.
- The Strategic Plan is 80% complete.

Partnership Policy Draft Review

The Board reviewed the draft Partnership Policy and agreed that the policy is moving the library in the right direction with regard to partnerships and donors. The Board will have time to provide feedback on the draft policy prior to the August meeting. The final draft will be presented at the August meeting for Board approval.

Review of election and advocacy laws

Doman Calkins handed out a Restrictions on Campaigning for Public Employees document, and reviewed highlighted selections pertinent to Board members. The WCCLS library levy will be on the ballot in one of the next three elections.

High School Student Survey

Rebecca Mifflin shared that she received some additional survey responses before concluded the high school student survey. Rebecca will present the results of the survey at the September Board meeting.

Strategic Planning Journey Map Preview / Discussion

Doman Calkins reviewed the journey map concept, which is an illustrated visual that tells the story of a specific project's journey from start to finish. Doman Calkins also reviewed asset maps, which are essentially illustrated versions of a SWOT analysis. Several examples of journey maps were shared. Consensus was that a journey map is an interesting way to think through a project experience, and specifically the strategic plan process. Doman Calkins will continue to research journey maps and the Board will brainstorm for a journey map at the August meeting.

Council Updates:

Doman Calkins shared the following council updates on behalf of Councilor Renee Brouse:

- The next council meeting is on Tuesday, August 6th. Council will be discussing the ordinance approving the annexation of the Oregon Street property.
- Applications for the newly formed Senior Advisory Committee are now being accepted.
- There is a significant amount of construction happening around the City – both building and road construction.

The meeting was adjourned at 8 p.m.

Respectfully submitted,

Crystal Garcia