



Home of the Tuolatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	December 20, 2011 5:30 P.M.
LOCATION	Sherwood Library/City Hall ,Upstairs Foyer
FACILITATOR	Nancy Ellingson, Chair
NOTES TAKEN BY	Mary Madland

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Ellingson
2. Changes to Agenda	Ellingson
3. Approval of Minutes	Ellingson
4. Manager's Report	North
5. Other Business	Ellingson
6. Adjournment	Ellingson

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Nancy Ellingson, Chair		Linda Henderson	
Debbie Canepa			
Amy Christie	X	City Staff	
Christine McLaughlin		Pam North	
Debra Pearce			
Diana Stanley	X	Kristen Switzer	X
Coleen Swihart			
Conrad Thomason	X	Guests	
		Liz Myers, Friends of the	
Molly Woodbury	X	Sherwood Library	X

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 5:35 pm by Vice Chair Debbie Canepa. No changes to the agenda were noted. Chair Nancy Ellingson arrived and continued the meeting.

Approval of Minutes

Initially there wasn't a quorum, but more members arrived and a motion to approve the minutes was made by Canepa. The motion was seconded by Ellingson and the October 19, 2011 minutes were approved as written.

Sherwood Public Library – October 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
<u>Check out</u>	35,006	32,106	+9% (10% self-check)
<u>Check in</u>	26,298	24,374	+8%

- New Library cards 96
- Volunteer hours 159.75 hours (21 volunteers)

Monthly Activities

- Twenty-eight Baby, Preschool and Toddler Storytimes (599 children/482 adults = 1081 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- 10/03 Library staff attended Farewell Potluck Luncheon for City Manager, Jim Patterson
- 10/04 City Council Meeting – Library Manager Pam North presented a brief summary of the patron survey to the Council
- 10/5 & 10/12 Storylady Teresa Klepinger hosted a four-week workshop series, “And then... Creative Writing Experiences” on Wednesday afternoons based her new book, Cliffhanger Writing Prompts
- 10/13-14 North attended the Pacific Northwest Booksellers Tradeshow
- 10/19 Library Advisory Board Meeting

- 10/21 Library Supervisor Mary Madland attended the WCCLS “Meeting of Chairs”
- 10/22 Family Sign-A-Long with Dawn Prochovnic (18 attendees)
- 10/27 Attorney Richard B. Schneider presented “Estate Planning: Preparing for Your Family’s Future” (20 attendees)
- 10/28 BOOTS (Businesses of Old Town Sherwood) sponsored Trick or Treat in Old Town and the Friends of the Library handed out candy to children and used books to adults
- Extended offers to four On-Call Library Assistant I applicants
- New phone system continues to be refined
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Youth Services, Cataloging, Safety Committee & Policy Group

Sherwood Public Library – November 2011

	<u>Current Yr</u>	<u>Past Yr</u>	<u>% Change</u>
Check out	33,453	31,955	+5% (12% self-check)
Check in	25,029	24,093	+4%

- New Library cards 80
- Volunteer hours 262.25 hours (51 volunteers)

Monthly Activities

- Thirty-one Baby, Preschool and Toddler Storytimes (689 children/542 adults = 1231 total)
- Three Read-to-the-Dogs programs
- Magazine Monday (free magazine giveaway)
- Four new Library Assistant I on-call staff begin training

- 11/02 WCCLS Teen Services Training (Pinn Crawford & Crystal Garcia attended)
- 11/03 Friends of the Library Meeting
- 11/04 Library Staff Meeting
- 11/06 Fall Cleaning Volunteer Event (28 volunteers participated)
- 11/15-16 RFID Vendor Demos @ WCCLS
- 11/30 Customer Service Excellence Training (Sue Decker attended)
- Library Closed on Veteran's Day (11/11) & Thanksgiving Holidays (11/24-25)
- Volunteer recruitment and training continues & new volunteers begin shifts
- Library staff attended various regional, City and WCCLS meetings: WUG, Circulation, Adult Services, Automated Materials Handling, Safety Committee & OLA Public Libraries Division Board

Library Business & News

Library has 4 new on call staff and all have worked some hours.

Volunteer Coordinator Denise Berkshire has returned to her former position at the Tillamook Forest Center. Her position is open and we hope to have a new Volunteer Coordinator soon.

Upcoming programs include:

Nutritional Hints for Kids on January 7th.

Oregon Humanities Conversation about the Civic Value of Domestic Arts on January 12th.

Writing Workshop returns on January 15th from 2-4 and will run through May.

Symphony Storytimes return in February.

Non-resident, Non-Paid issue had 1 hardship case and the Friends of the Library extended a 1 year grant to one patron and they have \$400.00 left should we have other patrons in need of that assistance.

We had 28 people attend the Fall Cleaning party and it was a great success.

New self-check machines cost \$8700.00 each. One is completely out of commission and looking into possible repair of the other one. We may need to ask Council for additional funds to replace them in conjunction with the RFID conversion project.

Other business

Henderson offered update on City Manager recruitment and noted that volunteerism and community service will be desired qualities in potential applicants.

Ellingson brought bookmarks for everyone. Thank you!

The next Board meeting is on Wednesday, February 15, 2012 at 6:30 pm in the Library/City Hall Community Meeting Room.

Adjournment

The meeting was adjourned at 6:05 pm.