

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board
DATE & TIME: Thursday, December 12, 2019, 5:00 p.m.
LOCATION: Sherwood City Hall, Conference Room A
FACILITATOR: D’ann Wells, Chair
NOTES TAKEN BY: Crystal Garcia
MINUTES APPROVED: Wednesday, January 15, 2020

ATTENDEES:

Library Advisory Board

D’Ann Wells (6/30/2021), Chair – absent
Randy Mifflin (6/30/2021), Vice Chair
Ursa Shaw (6/30/2020), Rural rep.
Rebecca Mifflin, High School rep.
Jane Vankuren (6/30/2020)
Steven Remsen (6/30/2019)
Melanie Dobson (starts 1/2020)
Vacant
Vacant

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 the Agenda
Approval of November 20, 2019, meeting minutes
2. Chair & Vice Chair elections (Wells)
3. Review 2019 Connections Report (Doman Calkins)
WCCLS Updates
Strategic Plan updates
4. Other Business / Public Comment (Wells)
5. Council Updates (Brouse)
6. Adjourn to Annual Boards & Commissions (Wells)
Appreciation Dinner at the Center for the Arts, 6:00 p.m.

MEETING NOTES:

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

The meeting was called to order at 5:02 p.m. by Vice-Chair Randy Mifflin. Ursa Shaw moved to approve the November 20, 2019 minutes. Rebecca Mifflin seconded, and the motion was approved unanimously.

Chair & Vice Chair nominations

Jane Van Kuren moved to elect Vice-Chair Randy Mifflin as the new Chair, Shaw seconded. Vice-Chair Randy Mifflin was unanimously voted in as the new Chair.

Shaw moved to elect Chair Wells as the new Vice-Chair (Wells accepted the Vice-Chair nomination at the November 2019 meeting), Rebecca Mifflin seconded, and Wells was unanimously voted in as the new Vice-Chair.

Connections Report

Adrienne Doman Calkins reviewed the final [Connections Report](#). Doman Calkins shared that the Connections Report is also useful when on-boarding new Library Advisory Board members and when sharing the Library's story and impact on the community with stakeholders.

WCCLS Updates

Doman Calkins shared that most WCCLS committees are on a six-month "pause" to allow time to restructure the committees. Exceptions are the WCCLS Policy Group, consisting of Library Directors from member libraries, and the Executive Board, which Joe Gall, our City Manager, sits on. These two exceptions will continue to meet during the six-month "pause" because they are part of the WCCLS governance structure. The decision to restructure the committees comes from feedback received during the WCCLS strategic planning process that was recently completed.

Doman Calkins shared that levy work is on-going. Polling regarding the levy was completed last month. Polling results go first to the County Board of Commissioners at their December 17th meeting. Initial indications are that the polling results are positive. Lisa Tattersall, WCCLS Manager, will be sharing the full results shortly after December 17th.

Strategic Planning

Doman Calkins shared that she is in discussion with the director of the Wilsonville Public Library regarding strategic planning as Wilsonville is also beginning the strategic planning process. Doman Calkins will be attending the Public Library Association conference in February 2020 and will be attending a full-day workshop on strategic planning and will be recommending updated strategic planning process models at the March meeting.

Other Business

Doman Calkins shared feedback on the final draft of the SWOT report the board submitted for the Annual Boards and Commissions Appreciation Dinner and Council work session.

Vankuren asked if the Friends of the Library donation of \$18,570 in 2019 is higher than average. Doman Calkins said that the Friends did donate more than usual in 2019 because they paid for the Facility Master Plan this year. Additionally, the Friends support all five library book clubs, provide refreshments for staff meetings, provide support for staff appreciation, programming, etc. The Friends currently donate more than they gross—they are discussing ways to increase revenue. A next step for library fundraising may be to establish a library foundation. Interested parties should contact Doman Calkins.

Council Updates

Councilor Brouse shared the following:

- The next City Council meeting will be held in January.
- The Council will be conferring with consultants to develop a process for evaluating the City Manager and City Attorney positions—these are the only two positions in the City that report directly to the City Council. Surveys are expected to go to all City staff.
- Portions of the Tonquin Employment Area (TEA) were recently annexed into the City. Development in the TEA is expected to happen over the next year.
- The owners of a piece of property near Cannery Square are in discussion with the City regarding donating the property to the City. No decisions have been made with regard to how the property will be used.

Adjourned at 5:32 p.m. to the Boards and Commissions Dinner at the Sherwood Center for the Arts.

Respectfully submitted,

Crystal Garcia