



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	August 19, 2015, 6:30 P.M.
LOCATION	Sherwood Library/City Hall, Conference Room A
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	Crystal Garcia

AGENDA

Items	Person Presenting
1. Roll Call & changes to the agenda	McLaughlin
2. Approval of minutes	McLaughlin
3. Update on vacancy	Doman Calkins & McLaughlin
4. Community Enhancement Grant – Proposal vetting	Garcia & Doman Calkins
5. Patron Feedback Survey – Discussion of topics	Doman Calkins
6. Library Manager’s Reports for June & July	Doman Calkins
7. Levy Updates	Doman Calkins
8. Other business	McLaughlin
9. Adjournment	McLaughlin

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Vacancy		Jennifer Harris	
Jack Hoffbuhr			
Christine McLaughlin			
Liz Myer		City Staff	
Pat Reisinger		Adrienne Doman Calkins	
Diana Stanley	X	Crystal Garcia	
Coleen Swihart	X	Kristen Switzer	X
Conrad Thomason	X		
Colin Woodbury (High School Representative)			

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:35 P.M. by Chair Christine McLaughlin.

Changes to Agenda

None

Approval of Minutes

Motion to approve the June 17, 2015 minutes was made by Jack Hoffbuhr, seconded and approved unanimously.

Update on Vacancy

Christine McLaughlin and Adrienne Doman Calkins gave an update regarding the vacant board position. Two excellent candidates have been interviewed and a decision will be made shortly. Two board positions will become available in 2016 and as both board members are in their second term they will need to wait one term before they are eligible to reapply.

Adrienne reviewed the municipal code concerning City board members missing meetings and asked the board for guidance about how to proceed regarding board members missing meetings. The board agreed to give members the opportunity to step down before the end of their term if they would like to, or to continue their term with the understanding that their attendance at meetings is important and expected.

Community Enhancement Grant – Proposal vetting

Councilor Jennifer Harris gave an overview of the Community Enhancement Grant funding and granting process. Crystal Garcia and Adrienne gave an overview of the Library's CEP grant request to purchase equipment that would allow for Open-mic nights at the library. The board was very supportive of the library moving forward with their grant application. Hoffbuhr moved to endorse the library's application for the CEP grant, Pat Reisinger seconded and approved unanimously.

Patron Feedback Survey

Adrienne shared that she is working on patron survey that will be made available both electronically and in print. She asked the board for guidance regarding the kind of questions that should be included in the survey. The board suggested including questions regarding: open hours, digital content, fines, facility, storytimes and programs, and WCCLS awareness. Adrienne will email a draft of the survey to the board to review and offer feedback.

Library Manager's Reports

Adrienne reviewed the monthly Management Reports for June and July. See attachments.

Levy Updates

Adrienne shared that 6,000 levy rack cards will be mailed with the utility bills. Those who receive electronic bills will receive an electronic PDG with their bills. The voter pamphlet will include an endorsement from the Sherwood City Council. The pamphlet will also include a joint endorsement from The Friends of the Sherwood Library and The Friends of the Tualatin Public Library. Lawn signs will be made available for citizens, the Friends will apply for a public sign permit. Councilor Harris will assist with getting signs up at local businesses.

The Board will hold a special session to discuss budget priorities for the next fiscal year, should the WCCLS Levy not be replaced, on **Wednesday, October 14 at 6:00 P.M.** The next regularly scheduled board meeting will be on **Wednesday, October 21 at 6:30 p.m.** in the Civic Building, Conference Room A.

Adjournment

The meeting was adjourned at 8:15 P.M.

Respectfully submitted,

Crystal Garcia