



Home of the Tualatin River National Wildlife Refuge

City of Sherwood

Library Advisory Board

MEETING MINUTES

MEETING TITLE	<u>City of Sherwood Library Advisory Board</u>
DATE & TIME	<u>Wednesday, February 17, 2016 at 6:30 p.m.</u>
LOCATION	<u>Sherwood Library/City Hall, Conference Room A</u>
FACILITATOR	<u>Jack Hoffbuhr</u>
NOTES TAKEN BY	<u>Adrienne Doman Calkins</u>
MINUTES APPROVED	<u>Wednesday, April 20, 2016</u>

AGENDA

Items	Person Presenting
1. Roll Call/Changes to Agenda/Approval of December Minutes	Hoffbuhr
2. Teen Library Advisory Board presentation	Thoreson
3. December & January Management Reports	Doman Calkins
4. Art in the Library Policy Discussion & Project Group Assignments	Doman Calkins
5. Budget Updates	Doman Calkins
6. Council Liaison Updates	Kuiper
7. Other Business	Hoffbuhr
8. Adjournment	Hoffbuhr

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Jack Hoffbuhr		Jennifer Harris	X
Christine McLaughlin	X		
Liz Myer		City Staff	
Pat Reisinger		Adrienne Doman Calkins	
Madeline Robinette		Crystal Garcia	X
Diana Stanley		Kristen Switzer	X
Coleen Swihart			
Joyce Venjohn			
Colin Woodbury (HS Representative)		Guests	
		Jennifer Kuiper, Councilor	
		Jaime Thoreson	

MEETING NOTES

Roll Call/Changes to Agenda/Approval of Minutes

The meeting was called to order at 6:30 P.M. by Vice Chair Jack Hoffbuhr. Introductions were made for new member Joyce Venjohn and guests. Motion to approve the December minutes was made by Pat Reisinger, seconded by Diana Stanley, and approved unanimously.

Teen Library Advisory Board (TeenLAB) presentation

Jaime Thoreson, Sherwood Public Library Youth Services Librarian II, gave an overview the formation of a new teen volunteer and advisory club at the Library: TeenLAB. This past summer, the Library had a crew of 6-8 dedicated teen volunteers helping with Summer Reading. To keep the momentum, Thoreson decided the timing was right to start TeenLAB. She interviewed colleagues at Tualatin, Cedar Mill, Tigard and Beaverton libraries about their teen advisory clubs. Thoreson is intentionally making the Sherwood club simple in the beginning. In the future, the club may grow in size and responsibility—perhaps even generating their own funds to put on programs.

Currently, TeenLAB meets twice a month on the 1st & 3rd Thursdays, 4-5 p.m. The first meeting is task-focused on program or library projects. The second meeting is a program planning meeting. They have an ice-breaker at the beginning of each meeting and follow a real agenda. Eventually there will be a chair, vice-chair and secretary so teens get leadership experience. Thoreson is modelling the behavior to start. There are 8 committed teens, most of whom are in grades 6-8 and two are freshman in high school. The team is designing their first program: Peep Olympics. This summer they will put on a Ninja Camp.

Ideally, the group will grow to about 12-15 members representing all grades of middle and high school. As young members come on, they can stay through high school, becoming mentors for the new members. Interested people can contact Thoreson or Tammy Steffens, the City Volunteer Coordinator. Colin Woodbury volunteered to share information with contacts at the High School.

December & January Management Reports

Doman Calkins reviewed reports, including circulation, programming and service stories. Newly added is “Count of items withdrawn” to the Collection Development statistics to track number of items being taken out of the library collection. Materials are withdrawn based on condition, accuracy, relevance and popularity. Staff have been working hard to catch up on weeding the collection—especially in adult non-fiction—so the overall collection size has gone down a small amount. We can expect the overall size to increase again in coming months. Collection size as of January was 47,941 items.

Also of note, several of the security gates which tally door counts were not functioning properly in November-January. Repairs have been made and statistics have been estimated based on percentages of people who typically use the gates that were repaired.

Art in the Library Policy Discussion & Project Group Assignments

Doman Calkins gave an overview of recent successful art displays at the Library, including Sherwood High School student art during Art Walk. In order to participate in more art walks and to allow other art groups to display works, the Library needs a formal "Art in the Library" policy to give structure to the expectations, process and scope. Current display space is on top of shelving units and propped against the wall above the wooden cases along the perimeter of the interior space. It may be possible to add additional display space in the future for hanging artwork on the walls using art rails. Doman Calkins shared highlights of policies from Hillsboro, West Linn and Newberg libraries and asked for volunteers to work on a project group to review these policies and choose parts that would be a good fit for Sherwood. Reisinger volunteered. Doman Calkins and Reisinger will communicate over email about the policy.

Budget Updates

Doman Calkins shared updates from the City's Budget Kick-off meeting that happened earlier in the week. City of Sherwood is working with a consultant firm while the Finance Director position is vacant. Budgets are due to Finance by March 11, 2016. The Budget committee will review the budget in May. City Council is scheduled to vote on the budget on June 21, to take effect July 1.

Sherwood Public Library budget for this coming FY16-17 will include the increased levy rate for WCCLS contributions. Local priorities are for youth services and shelf-ready pre-processing to get books to patrons faster and reduce space needed to process incoming books.

Council Liaison Updates

Councilor Jennifer Kuiper attended in Council President Jennifer Harris' stead. Kuiper shared:

- Police Staffing Survey results will be available March 15.
- Council discussed a better process for citizen involvement at the recent Council retreat.
- The Sherwood West Preliminary Plan has been released. This is a preliminary plan for the next 50 years of growth into an area north of Hwy 99, west of Edy Ridge, which has been identified by Metro as part of the Urban Reserve Area. Rather than wait for Metro to plan the area, City of Sherwood worked with the public to come up with a plan that incorporates local preferences. This land is not currently in city limits. Property owners don't have to sell land. They were part of the conversations.
- City of Sherwood has plans to write a new Comprehensive Plan for urban planning. The current plan is from when the population was only 4,000 people.

Other Business

Hoffbuhr gave formal recognition to Board Member Diana Stanley for her eight years of service on the Library Advisory Board. This was her last meeting. Stanley indicated she would love to come back in the future.

The next regularly scheduled board meeting will be on **Wednesday, April 20, 6:30 p.m.** in the Civic Building/Library, Conference Room A.

Adjournment

The meeting was adjourned at 7:58 P.M.

Respectfully submitted, Adrienne Doman Calkins