



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	City of Sherwood Library Advisory Board
<b>DATE &amp; TIME</b>	April 20, 2016, 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall, Conference Room A
<b>FACILITATOR</b>	Christine McLaughlin
<b>NOTES TAKEN BY</b>	Crystal Garcia
<b>MINUTES APPROVED</b>	

#### AGENDA

Items	Person Presenting
1. Call to Order/Roll Call, Introductions, Changes to Agenda, Approval of February 2016 Meeting Minutes	McLaughlin
2. February & March Reports	Doman Calkins
3. Art in the Library Draft Policy	Reisinger & Venjohn
4. Policy Review Process Proposal	Doman Calkins
5. Behavior Policy – Proposal for a display version	Doman Calkins
6. Council Liaison Updates	Council President Harris
7. Other Business	McLaughlin
8. Adjournment	McLaughlin

#### ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Jack Hoffbuhr		Jennifer Harris	X
Rose Hulett			
Christine McLaughlin			
Liz Myer		<b>City Staff</b>	
Pat Reisinger		Adrienne Doman Calkins	
Madeline Robinette		Crystal Garcia	
Coleen Swihart			
Joyce Venjohn			
 Colin Woodbury (HS Representative)			

## **MEETING NOTES**

### **Roll Call/Changes to Agenda/Approval of Minutes**

The meeting was called to order at 6:30 P.M. by Chair Christine McLaughlin. The board welcomed new member, Rose Hulett, who was approved by City Council at the April 5, 2016 council meeting. Motion to approve the February 2016 meeting minutes was made by Jack Hoffbuhr, seconded by Coleen Swihart and approved unanimously, with one correction to indicate Jaime Thoreson in attendance as a guest.

### **Management Reports**

Adrienne Doman Calkins reviewed the February 2016 and March 2016 Management Reports (see attachments). Madeline Robinette asked about the February check-in statistic showing a dramatic reduction in check-in from the previous year. Doman Calkins will review and report back.

Doman Calkins shared that the library is continuing to expand its program offerings and in March participated in the St. Patrick's Day festivities in Old Town, which centered around Clancy's. Liz Myer suggested the library partner with the Rebekah Hall next year and hold library programs at the Hall as it is next door to Clancy's.

### **Art in the Library Draft Policy**

Pat Reisinger, Joyce Venjohn and Doman Calkins gave an overview of their work on the art in the library policy, now renamed Exhibit Policy. They researched policies of several libraries and drafted a working policy for the board to review. The board reviewed the policy and Request to Exhibit form and suggested several edits. Doman Calkins will get City feedback from HR on liability concerns and legal review, then update the documents and send them via email to the board for review.

### **Policy Review Process Proposal**

Doman Calkins shared a draft Policy Review Policy which outlines responsibilities for Library Management and the board to review Sherwood Library policies. The recommendation was made to review policies every three years, rather than two, as this board only meets six times a year. Doman Calkins will send out the revised policy.

### **Behavior Policy – Proposal for a display version**

This agenda item was tabled. We will review revisions of the policy at the next meeting.

### **Council Liaison Updates**

Councilor Harris was unable to attend the meeting, however, Doman Calkins shared that the City Council did approve appointing Rose Hulett to the Library Advisory Board and Mayor Clark read the National Library Week Proclamation at the April 5, 2016 meeting.

The next regularly scheduled Library Advisory Board meeting will be on **Wednesday, June 15 at 6:30 p.m.** in the Civic Building/Library, Conference Room A.

### **Adjournment**

The meeting was adjourned at 8:10 P.M. Respectfully submitted, Crystal Garcia.