



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, August 17, 2016, 6:30 P.M.</u>
LOCATION	<u>Sherwood Library/City Hall, Conference Room A</u>
FACILITATOR	<u>Christine McLaughlin</u>
NOTES TAKEN BY	<u>Crystal Garcia</u>
MINUTES APPROVED	<u>Wednesday, October 19, 2016</u>

AGENDA

Items	Person Presenting
1. Call to Order/Roll Call, Introductions, Changes to Agenda, Approval of June 2016 Meeting Minutes	McLaughlin
2. June & July Reports	Doman Calkins
3. Board Vacancy Coming Up & Staffing Updates	Doman Calkins
4. Behavior Policy Draft Review & Exhibit Policy Updates	Doman Calkins
5. Strategic Planning – Updates	Doman Calkins
6. Other Business	McLaughlin
7. Adjournment	McLaughlin

ATTENDEES

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

MEETING NOTES

Roll Call/Changes to Agenda/Approval of Minutes

The meeting was called to order at 6:33 P.M. by Vice Chair Jack Hoffbuhr. Motion to approve the June 2016 meeting minutes was made by Joyce Venjohn, seconded by Colleen Swihart and approved unanimously.

Management Reports

Adrienne Doman Calkins reviewed the June 2016 and July 2016 Management Reports (see attachments). Digital downloads via OverDrive and 3M continue to increase, however, these increases are not off-setting the decreases in physical checkouts. Both youth and adult summer reading programs saw strong participation in June and July, possibly in response to incentive books being offered at the beginning of the summer (previously incentive books were given at the end of the summer). Doman Calkins reported that all of the raw data for the fiscal year-end report has been collected and the report will be presented at the October meeting.

The Board suggested that monthly statistics be broken down by format/material type as well.

Upcoming Board Vacancy & Staffing Updates

Colleen Swihart is stepping down from her position on the board. The Board expressed their appreciation for her six years of service. Doman Calkins reported that the open position is being publicized. Doman Calkins reported that Pat Reisinger, who occupies a seat dedicated to represent those outside of the city limits, will be moving into the Sherwood city limits shortly. Doman Calkins will consult with the City Recorder before determining the best way proceed.

Doman Calkins reported that the library is going through some significant staff changes. Pinn Crawford has resigned as Librarian I, her last day will be September 2. The City has received 59 applications for the open Librarian I position. An offer letter has been sent for the new part-time Youth Services Librarian position. Jessica Otto and Rose Taylor have been hired as on-call Library Assistants. Teresa Klepinger will continue to present storytimes through August. Starting in September, Youth Services staff will begin presenting storytimes.

Behavior Policy Draft Review & Exhibit Policy Updates

Doman Calkins reported that the Art Exhibit Policy is still under legal review. The Board reviewed the current draft of the Behavior Policy. Doman Calkins noted that language was added to address concealed weapons in the library and that this addition will also be reviewed by the City Attorney. The Board suggested adding language allowing either Library or City Hall staff to implement the rules, thereby allowing for City Hall staff to address misbehavior on the mezzanine that library staff may not be aware of or able to immediately address.

Strategic Planning – Updates

Doman Calkins reported that she met with public library consultant, Lynda Lybecker, and is moving forward with bringing Lybecker on to help the Library through the strategic planning process. Lybecker is experienced in working with WCCLS libraries both as a library employee and as a library consultant. Most recently, Lybecker worked with the North Plains Public Library through their strategic planning process. Lybecker's role would be to help facilitate the discussions and to review the strategic planning process with staff.

Doman Calkins handed out a suggested strategic planning timeline and a list of community organizations and groups that are typically invited to be involved in the strategic planning process for public libraries. Doman Calkins reviewed her list of possible invitees from various community organizations in Sherwood. The Board provided a few more names of community leaders to be invited to participate as well.

The next regularly scheduled Library Advisory Board meeting will be on **Wednesday, October 19th at 6:30 p.m.** in the Civic Building/Library, Conference Room A.

Adjournment

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

Respectfully submitted,
Crystal Garcia