

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Wednesday, March 16, 6:30 p.m., 2022

LOCATION: Pursuant to Executive Order 20-16, this meeting was conducted electronically and live streamed at <https://www.youtube.com/user/CityofSherwood>

FACILITATOR: Melanie Dobson, Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: Wednesday, April 20, 2022

ATTENDEES:

Library Advisory Board members (4 year terms)	Position #	Term Expiration	In attendance
Maggi Gerhard	1	6/30/2023	X
Randy Mifflin (Vice Chair)	2	6/30/2021	X
Melanie Dobson (Chair)	3	6/30/2023	X
Fritz Kaliszewski (Rural Rep)	4	6/30/2024	X
Jane Vankuren	5	6/30/2024	absent
Steven Remsen	6	6/30/2023	X
Dani Sticka	7	6/30/2025	X
Lily Fairman (High School Rep)	8	6/30/2023	absent
Deb Diers	9	6/30/2023	X
Liaison			
Renee Brouse	City Councilor		X
Doug Scott (Alternate)	City Councilor		
City Staff			
Adrienne Doman Calkins	Lib. Manager		X
Crystal Garcia (Secretary)	Librarian II		X

AGENDA:

1. Call to Order/Roll Call/Changes to agenda (Dobson)
Approval of February 16, 2022, meeting minutes
2. Library Updates: (Doman Calkins)
 - WCCLS IGA
 - Budget
 - Current & upcoming events
 - COVID & Strategic Focusing updates
 - Internship grant
 - Friends of the Library
 - PLA Conference

3. Statistics Review / Census Data (Doman Calkins)

4. Intellectual Freedom & Censorship resources (Doman Calkins)

5. Council updates / Questions for Councilor Brouse (Brouse)

6. Other Business / Public comment (Dobson)

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to domancalkinsa@sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.

In addition, the board will accept comments during the public meeting via phone. During the live meeting, community comments on non-agenda items and public hearing testimony can be provided by calling into the meeting. To participate via phone, please email or call the Library Manager, Adrienne Doman Calkins, at domancalkinsa@sherwoodoregon.gov or 503-625-4272 at least 24 hours in advance of the meeting to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

7. Adjourn (Dobson)

MEETING NOTES:

Call to Order/Roll Call/Introductions/Changes to agenda/Approval of minutes

The meeting was called to order at 6:33 p.m. by Chair Melanie Dobson.

City Council updates was moved to the top of the agenda to allow for Councilor Renee Brouse to exit the meeting early.

Deb Diers moved to approve the February 16, 2022, minutes. Fritz Kaliszewski seconded, and the motion was approved unanimously.

Council Updates & Question for Councilor Brouse

Councilor Brouse shared the following updates:

- A House Bill was passed a couple years ago that requires cities to look at their housing stock and make room for different types of housing opportunities such as duplexes, triplexes, quadplexes, cottage clusters, etc. to allow for more affordable and middle range housing. Council has been determining areas in Sherwood where those types of housing might be placed, and also the different standards that go along with those housing types. Council's work on this needs to be completed by July 1, 2022.
- Council reviewed six different options for the proposed pedestrian bridge that will cross Highway 99 and narrowed it down to three options. The community will have an opportunity to provide feedback and vote on the designs.

- Councilor Griffin resigned in February and there are two days left to submit an application to fill this vacated seat. Council will then conduct interviews and select someone to fill the seat until the end of the year. During the November elections the community will vote on who they want to fill that seat for the next four-year term.

Library Updates

Adrienne Doman Calkins shared the following library updates:

- **WCCLS Intergovernmental Agreements Updates**

Lisa Tattersall, Washington County Cooperative Library Services Manager, presented the final draft intergovernmental agreement (IGA) to the Board of County Commissioners who were supportive of the IGA moving forward. The IGA was then sent out to the member libraries for local review. Sherwood City Council received a memo that Doman Calkins helped to draft that provided context for the IGA and next steps. Local feedback has been positive. The hard deadline to give WCCLS confirmation that Sherwood is prepared to sign the IGA is May 20, 2022. Approval is pending for the IGA to be on the City Council's agenda for the May 3, 2022, City Council meeting for approval. The signature process would commence in June and the new IGA will go into effect in July.

- **Budget**

Budget process for the City is ongoing. Doman Calkins submitted the library's projected expenditures for the current fiscal year which ends June 30, 2022. We are operating within the approved budget. The budget request for next fiscal year, which begins July 1, is due at the end of March. The City's Budget Committee meetings used to be held one week apart for three consecutive weeks in May. This year they will be held on three consecutive days beginning May 31.

- **Current & Upcoming Events**

- Doman Calkins was invited to be interviewed on a library-related podcast produced by the Equity, Diversity, Inclusion and Antiracism (EDIA) subcommittee of the Oregon Library Association. She spoke about the EDIA work the library has been doing, how supportive the Board is of the library's equity work, etc.
- Six Word Story Contest continues through March 22.
- April programs including a How-To Series, Citizenship Classes, Tech Help appointments and Teen Lab will be in-person. Book groups are starting to be hybrid in-person & on Zoom.
- June-August is Summer Reading and will include in-person outdoor events.

- **COVID & Strategic Focusing Updates**

- Restore In-Person Services:
 - Masks are optional for employees and visitors. Masks are still being provided in the lobby. Hand sanitizers and plexiglass shields will remain. Approximately 40% of patrons continued to wear masks during the first few days of the mask mandate lifting. There were no patron complaints

regarding the lifting of the mask mandate. The City will follow Oregon OSHA and Washington County guidance regarding masking.

- In-person computer classes and Family Storytimes will begin in May. There will be two Family Storytime sessions back-to-back on Thursdays to allow families to wait and attend the second session if the first session is too crowded. The Writing Workshop series will also be returning in-person.
- Equity:
 - Doman Calkins will be onboarding three new staff members in early April.
 - Tai Harden Moore, From Ally to Advocate, training will be offered to staff in April.
- **Internship Grant**

The State Library of Oregon has a small grant which provides funds to offer a paid teen summer internship. We applied for this opportunity. The grant specifically asks for marketing to diverse teen students. If funded, this will be Sherwood Public Library's first paid internship.
- **Friends of the Library**

Financially the Friends are bouncing back well. They have a donation pledge coming soon from the Rebekah's for \$500 that will go toward the youth Summer Reading Program. The podcast Doman Calkins participated in offered a \$200 stipend which she cannot accept as a public employee, however, it can be accepted by the Friends and will go toward the Adult Summer Reading Program.
- **PLA Conference**

The national Public Library Association Conference is happening in Portland next week and staff will be attending both in-person and virtually.

Statistics Review

Doman Calkins shared the following statistics:

- Total checkouts, which includes both physical and digital materials, is +51% from last year and effectively a 0% change from pre-pandemic.
- Digital checkouts continue to do well and are +73% compared to pre-pandemic.
- The current collection size is 53,353.
- As of March 1, 2022, there were 512 Sherwood items in Lost status.

Census Update

Doman Calkins shared that follow-up surveying done to measure the accuracy of the Census data showed that White people were overcounted and people of color were undercounted, which skews the race and ethnicity data and affects the federal distribution of funds that goes to communities. Doman Calkins reviewed various Census data points for Sherwood that had been compiled by the City's Community Development Division. It was noted that the Census data is for the Sherwood city limits and the library's service population extends beyond the city limits. The group discussed additional Census data that would be useful for future review, including: check the percentages for race and ethnicity, add Hispanic numbers, add more granular languages

other than English, total population, retirement vs. employment, track changes to age categories over time, service area population growth over time, and to follow the data credibility solutions.

Intellectual Freedom & Censorship resources

Doman Calkins shared several documents regarding intellectual freedom and censorship for the Board to review for further discussion at the next meeting, including: the [Library Bill of Rights](#), [Intellectual Freedom Terms and Definitions](#), [Freedom to Read Statement](#). Doman Calkins reviewed various terms from the Intellectual Freedom Terms and Definitions documents provided by United for Libraries. It is important to regularly review and reaffirm commitment to the principles, which are also included in the Collection Development Policy.

Next Meeting

The next meeting will take place in-person on Wednesday, April 20, 2022, at 6:30 pm. in the Community Meeting Room.

Meeting adjourned at 7:49 pm by Chair Dobson.

Respectfully submitted,

Crystal Garcia