



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, February 21, 6:30 p.m., 2024

22560 SW Pine Street, Sherwood City
Hall/Library, Exec Board Room
(Conference Room A)

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Chair Sean Garland.

2. ROLL CALL

Board Members Present: Marilee Ratliff Ponangi, Sean Garland (Chair), Randy Mifflin (Vice Chair), Shruti Pawakasar (High School Rep), Deb Diers, and Amanda Bryan attended in person. Brie Scrivner attended via Teams video.

Absent: Councilor Taylor Giles and Fritz Kaliszewski (Rural Rep)

Staff Present: Adrienne Doman Calkins (Library Manager), Amanda Woods (Librarian I, Secretary)

3. ADJUSTMENTS TO AGENDA—None.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the February 21, 2024, minutes. Randy Mifflin seconded. Motion passed by all members present.

5. CITIZEN COMMENTS—None.

6. OLD BUSINESS

A. Library Foundation updates.

Deb Diers shared that the Foundation is officially established and now have banking set up. A first fundraising goal will be for free-standing privacy/study pods. They are working on a compelling “story” before requesting money and want to have handouts for upcoming events. Diers met with Forest Grove Library Foundation representatives last week to learn about their work. They focus on the “nice to have” vs. the “need to have” items the library needs, because the City and WCCLS should be paying for the “need to have”. Looking for more board members, especially those who bring both a passion for libraries and professional skills.

B. WCCLS RFP for Funding and Governance.

Doman Calkins shared the county has signed the contract with the consultants, Merina+Co. There will be a kick-off meeting with Merina+Co, WCCLS Executive Board, and Policy Group

the 3rd week of March. Our reps are Kristen Switzer, Assistant City Manager, and Doman Calkins. We will learn more about the timeline and what stakeholder engagement is expected to look like. Sherwood City Council has been briefed and library funding sustainability was part of the Council annual goals-setting discussion.

C. Policies rescheduled.

Doman Calkins will have a draft Acceptable Use of Library Technology Policy at an upcoming meeting.

D. Budget updates

Doman Calkins shared that we received a formal memo from WCCLS stating our funding distribution is expected to be either +1% or +2% compared to last fiscal year, which is better than the earlier projections for a 0% to +2% increase. This is still less than the +3% that we had anticipated per the IGA prior to the budget cuts at the County and doesn't cover cost increases. Last year when we were told to expect between a 0% - 2% increase and received a 1% increase, but still budgeted as if it were 0% due to City revenue constrictions. The library budget is due next week. Public budget committee meetings for City of Sherwood are May 16, 23, and 30; Next, City Council will need to adopt the budget, which is planned for late June.

7. NEW BUSINESS

A. Upcoming events:

- a. 4/12/2024 National Library Week Open House. Doman Calkins shared plans for the event, which are similar to last year's event, with slightly less effort needed from staff. The Foundation members indicated interest in having a station at the event, similar to last year. The Friends of the Library will also have a station with an interactive activity around the Virginia Hite memorial painting.
- b. 4/17 State of the City event (No LAB meeting). Our regular meeting date conflicts with the City's State of the City event, so no April meeting. Everyone is encouraged to attend the evening event, time TBD. The Foundation is invited to share information that night.
- c. 4/24 to 4/27 Oregon Library Association conference is held in Salem. Doman Calkins is working on staff requests to attend. Doman Calkins will be a panel presenter on a policy workshop and thanked the board for the experience working on policies. Virtual options are expected to be expanded soon.
- d. 4/25 Volunteer Appreciation event. Expect an invitation soon. The annual boards and commissions appreciation dinner that used to be held in December is being merged into this event. All Library Advisory Board members are invited.

B. Design thinking exercises in March and May.

Doman Calkins proposed an interactive activity facilitated by a consultant, Crystal Trice, on design thinking at upcoming meetings to foster participation in strategic planning goal setting. Discussion of design thinking and consensus to have the activities.

- C. Potential partnership with Sherwood School District and WCCLS for student cards. Doman Calkins shared an overview of the student access cards that WCCLS. Member libraries and school districts can partner with WCCLS to do large data loads to create cards for students. The student cards allow checkout of five WCCLS member library books and/or audiobooks, including e-books.

SSD staff approached library staff to inquire about logistics to participate in a data load. We've had preliminary meetings with WCCLS and SSD staff about technical details. City Council and the SSD Board of Directors are currently considering the potential partnership as an opt-in option for parents/guardians next school year. If approved, a Memo of Agreement would be reviewed and signed by City of Sherwood, SSD, and WCCLS by end of May. The data load project would happen in October. SSD would coordinate all communications to parents/caregivers about the student cards and opt-in process.

Discussed questions we anticipate parents/guardians may have that would be helpful to include in an FAQ:

- *How do parents/guardians access checkout information?* Records are updated instantly at wccls.org and accessible to anyone with the library card and PIN.
- *Would parents/guardians receive notification of checkouts on their children(s)' accounts?* Notification emails go out as due dates are approaching, when they are overdue, and if holds are available for pickup.
- *What email address will notification go to? How can that be changed?*
- *How can I help my student use age-appropriate library materials?*
- *Where can WCCLS materials be returned?*
- *What if I accidentally returned WCCLS materials to the school library?*
- *Will classrooms be able to use e-books through WCCLS?*
- *Will classroom use of e-books affect the wait time on e-books for other patrons?*
- *What if a student loses or damages a library item?*
- *What are other ways to get a library card if a student wasn't part of the data load?*
- *How is privacy protected?*
- *I want to change the PIN on this card. How do I do that?*
- *Are there other library card types available to youth? What are the differences?*
- *How do I cancel a library card?*

8. OTHER BUSINESS—None.

9. CHARTER REVIEW COMMITTEE REPORT—None.

10. COUNCIL LIASON REPORT—None.

11. ADJOURN

The next meeting will take place on Wednesday, March 20, 2024, at 6:30 pm. in Conference Room A. Vice Chair Randy Mifflin adjourned the meeting at 7:43 p.m.

Minutes submitted by Amanda Woods.

Approved on _____
Date

Chair or transcriptionist signature