



*Home of the Tualatin River National Wildlife Refuge*

## MEETING MINUTES

LIBRARY ADVISORY BOARD  
Wednesday, March 20, 6:30 p.m., 2024

22560 SW Pine Street, Sherwood City  
Hall/Library Community Room

### 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:** Sean Garland (Chair, attended virtually), Deb Diers, Brie Scrivner, Maggi Gerhard, Fritz Kaliszewski (Rural Rep), Shruti Pawaskar (High School Rep.), Marilee Ratliff, Amanda Bryan (attended virtually).

**Absent:** Randy Mifflin, Taylor Giles (Council Liaison)

**City Council Liaison Present**— absent

**Staff Present:** Adrienne Doman Calkins (Library Manager), Crystal Garcia (Librarian II, Secretary).

### 3. ADJUSTMENTS TO AGENDA— none

### 4. APPROVAL OF MINUTES

Deb Diers moved to approve the February 21, 2024, minutes. Maggie Gerhard seconded. Motion passed by all members in attendance.

### 5. CITIZEN COMMENTS—None.

### 6. PRESENTATION – Design Thinking, Part 1

Adrienne Doman Calkins introduced Crystal Trice, librarian and consultant with Scissors & Glue, LLC. Trice previously worked as a library project coordinator for WCCLS. Trice introduced design thinking as a prelude to an activity scheduled for the next Library Advisory Board meeting in May. She facilitated a tactile building exercise encouraging attendees to consider how the library can support Council Pillar 6— Citizen Engagement. Common themes that emerged through the exercise included: connectedness, access, community, and collections beyond books. It was suggested that this exercise also be with Teen LAB and their creations displayed in the library. Doman Calkins said there will be an interactive activity available for patrons in the library during National Library Week related to strategic planning.

### 7. OLD BUSINESS

**A. 2024 Meetings & tentative agenda items updates**

Doman Calkins shared that there will be no meeting in April due to a scheduling conflict with the State of the City event. Board members are invited to attend the State of the City event and submit questions in advance for a panel of City staff and elected officials to answer at the event.

**B. Library Foundation updates**

Diers shared that Foundation members will be meeting next week to consider options for their logo and graphics to be used in print pieces and on their website and social media accounts. Diers will be attending an event about pursuing grant money for foundations. At their last meeting, Foundation members discussed applying for a Community Enhancement Program (CEP) grant and decided to wait until next cycles once the group is more established and has finished the current CEP grant spending. The next Foundation meeting will be held March 29, 2024.

**C. WCCLS RFP for funding and governance**

Doman Calkins said that the Executive Board will meet next week and Kristen Switzer, interim Assistant City Manager, and Doman Calkins will both attend. It's expected that there will be more stakeholder engagement for each library with Merina+Co, the consultants on the WCCLS funding and governance evaluation project. Doman Calkins gave a brief review of the funding and governance project.

**D. Policy review of Draft 1, Acceptable Use of Library Technology**

Doman Calkins handed out a draft of the Acceptable Use of Library Technology policy. Staff have reviewed the draft policy, the IT department and City Attorney have not yet reviewed the draft but are expected to review it before submitting for approval. A question was asked about Chromebook checkout and returns, Doman Calkins explained the process of how Chromebooks are circulated and how the policy is applied to Chromebooks.

**E. Potential partnerships with Sherwood School District and WCCLS for student cards**

Doman Calkins shared an update on the proposal to partner with the Sherwood School District (SSD) to get students library cards. Sherwood City Council is scheduled to vote on the proposal on the consent agenda for the April 16, 2024, meeting. SSD does not require a vote on the project.

**F. Budget updates**

Doman Calkins shared that the Library's departmental budget has been submitted to the City and includes an expected 1% increase in funding from WCCLS. This is a reduction for the second year in a row from the 3% increase that used to be standard per the intergovernmental agreement with WCCLS. Doman Calkins hasn't yet received feedback on the budget, but no additional scenarios have been requested. WCCLS was asked by the County to submit three budget scenarios—more information will be shared about the WCCLS budget in mid-April.

**8. NEW BUSINESS**

**A. Council goals regarding the library**

Doman Calkins shared that the library is mentioned specifically in Council Pillar 5 "Fiscal Responsibility" to "identify long term sustainable funding model for the library".

**9. CHARTER REVIEW COMMITTEE REPORT**

Diers will be representing the Board on the Charter Review Committee. The Committee has not yet met, their first meeting is scheduled for March 21, 2024.

**10. NEXT MEETING**

The April meeting is cancelled due to the State of the City Event. The next Board meeting will be May 15, 2024.

**11. ADJOURN**

Chair Garland adjourned the meeting at 7:59 p.m.

Minutes submitted by Crystal Garcia.

Approved on \_\_\_\_\_  
Date

\_\_\_\_\_  
Chair or transcriptionist Signature

DRAFT