



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>	Wednesday, October 19, 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>	Tuesday, December 6, 2016

#### AGENDA

Items	Person Presenting
1. Call to Order/Roll Call, Introductions, Changes to Agenda, Approval of August 2016 Meeting Minutes	McLaughlin
2. August & September Reports & FY15-16 Annual Report	Doman Calkins
3. Staffing & Events Updates/Internet Filtering/Policy Updates/Strategic Planning Updates	Doman Calkins
4. Vice Chair & Chair Process/Nominations,	McLaughlin
5. Other Business	McLaughlin
6. Adjournment	McLaughlin

#### ATTENDEES

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

## **MEETING NOTES**

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

The meeting was called to order at 6:33 P.M. by Chair Christine McLaughlin. New board members (pending Council approval on 11/29/16) Ursa Shaw and Eleanor Simon were welcomed. Motion to approve the August 2016 meeting minutes was made by Liz Myers, seconded by Joyce Venjohn and approved unanimously. Adrienne Doman Calkins provided WCCLS commemorative 40<sup>th</sup> anniversary t-shirts for all board members.

### **Management Reports**

Doman Calkins reviewed the August 2016 and September 2016 Management Reports (see attachments). Doman Calkins shared that the new storytime schedule is going well and youth services staff will continue to monitor attendance and will assess if any further adjustments to the schedule need to be made. Rose Hulett suggested reaching out to parents for feedback regarding possible new program times.

Doman Calkins reviewed the FY15-16 Annual Report and also shared a presentation covering library services and statistics more generally (see attachments). This presentation was developed as part of the City of Sherwood's Citizen University program.

### **Staffing & Events Updates**

Doman Calkins shared that Beth Gilbert has been hired to fill the full-time Librarian I position and will be starting on November 1<sup>st</sup>. Gilbert has experience working with the Hillsboro Public Library and the Forest Grove City Library. The Library is also currently recruiting for a 20 hour a week Page position.

The Library held the annual staff in-service day on October 10<sup>th</sup>. Highlights included a Laughaceuticals program presented by Kaiser Permanente, Learning Express database training, a mobile photography workshop, and a "weeder's" advisory training which covered the basics of deselection materials.

### **Internet Filtering**

Doman Calkins reported that the Library is currently reviewing its internet filtering practices in response to an incident of an adult viewing pornography at a public internet terminal that faced the Children's Area. Doman Calkins surveyed other WCCLS libraries to determine the level of filtering being practiced across WCCLS, the results were included in the Internet Filtering Analysis that she handed out (see attachments). Doman Calkins recommendations are that filtering options be added to public computers and that the configuration of the public internet terminal tables be changed so that the computers are all facing staff at the front desk.

Doman Calkins reported the Behavior policy is under legal review and the Internet and Computer policy will be brought forward for review soon.

### **Strategic Planning – Updates**

Doman Calkins reported that she has reached out to several citizens inviting them to participate in the library's strategic planning process. She reviewed the names of those who have responded to her invitation. Councilor Renee Brouse said that she will share the opportunity to join the strategic planning committee with her contacts at the YMCA .

### **Vice Chair & Chair Process / Nominations**

Chair McLaughlin reminded the group that Chair and Vice Chair will be decided at the December meeting. Doman Calkins and Chair McLaughlin reviewed the duties and responsibilities of the Chair and Vice Chair and asked board members to be thinking about nominations for December. The likely term limit for the Chair will be two years.

The Annual Boards and Commissions dinner will immediately follow the December meeting. Doman Calkins and Chair McLaughlin will connect via email to work on the annual report of accomplishments to be presented at the dinner.

The next regularly scheduled Library Advisory Board meeting will be on **Tuesday, December 6<sup>th</sup> at 5:00 p.m.** on the mezzanine of the Civic Building/Library. Annual Boards and Commissions Appreciation Dinner to immediately follow.

### **Adjournment**

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

Respectfully submitted,  
Crystal Garcia