

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	December 6, 2016, 5:00 P.M.
LOCATION	Sherwood Library/City Hall, Upstairs Lobby
FACILITATOR	Christine McLaughlin
NOTES TAKEN BY	Adrienne Doman Calkins
MINUTES APPROVED	Wednesday, February 15, 2017

AGENDA

Items	Person Presenting
1. Call to Order/Roll Call, Introductions, Thank you to Colin Woodbury, Welcome to Ursa & Eleanor, Changes to Agenda, Approval of October 2016 Meeting Minutes	McLaughlin
2. October & November 2016 Management Reports	Doman Calkins
3. Strategic Planning Updates, Discussion, Next Steps	Doman Calkins
4. Other Business	McLaughlin
5. Council Liaison Updates	Council President Harris
6. Adjournment	McLaughlin

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Jack Hoffbuhr		Jennifer Harris	X
Rose Hulett			
Christine McLaughlin			
Liz Myer		City Staff	
Madeline Robinette		Adrienne Doman Calkins	
Ursa Shaw			
Eleanor Simon			
Joyce Venjohn	X	Crystal Garcia	X
Colin Woodbury (HS Rep)	X		

MEETING NOTES

Roll Call/Changes to Agenda/Approval of Minutes

The meeting was called to order at 5:05 P.M. by Chair Christine McLaughlin. Thanks were given to Colin Woodbury for his service as the High School Representative on the Board. Woodbury's term ended at the end of November. He is a senior in High School and working on final preparations for graduation and college. Woodbury's parents and older siblings have been heavily involved in the Board and Friends over the years.

The board welcomed new members Ursa Shaw, the new rural representative, and Eleanor Simon. Both were approved by City Council at the November 15, 2016 council meeting. Shaw fills Pat Reisinger's position. Simon fills Coleen Swihart's position. Introductions were made.

Motion to approve the October 2016 meeting minutes was made by Madeline Robinette, seconded by Jack Hoffbuhr and approved unanimously.

Management Reports

Adrienne Doman Calkins reviewed the October 2016 Management Report (see attachment). The November report was not available due to missing statistics. Highlights included Halloween trick-or-treating brought in 1,470 participants—nearly three times as many as last year, and most of whom were new to the library. The Library also had an event to celebrate 40 years with Washington County Cooperative Library Services, with 100 participants, as well as countywide promotion of a passport activity. Storytimes are going well with the changes. September was the first month with storytime being presented by staff instead of as a contracted service. In October & November we saw participation return to normal. Preschool Storytime, especially, has a strong attendance, as does Twos Together, 10:15 a.m. The full schedule is Twos Together on Tuesdays, 10:15 & 11:15; Baby Time and Fun for Ones on Wednesdays, 10:15 & 11:15, respectively; and Preschool Storytime on Thursdays, 10:15 & 11:15 a.m. We continue to be in the top strata of libraries offering the most storytimes in the region. Library staff will continue to evaluate and seek input from patrons on the best times to offer storytimes.

Strategic Planning Updates, Discussion, Next Steps

Doman Calkins gave an overview of the Strategic Planning process thus far. The community forum had two meetings: November 5 & December 3, 2016.

At the first meeting, the forum heard a presentation on the City from Doman Calkins, then conducted a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis of the community. Next, they heard a presentation on the Library from Doman Calkins and then conducted a SWOT analysis for the community. Finally, they heard a presentation from the consultant, Linda Lybecker, on sixteen possibly Service Responses, developed by the Public Library Association. Participants were given five dots to mark their top choices of which Service Responses were the highest priority for Sherwood Public Library to focus on for the next five years, with the plan to further narrow down the top picks at the second meeting. The top responses were:

- 1) Stimulate imagination: reading, viewing and listening for pleasure
- 2) Visit a comfortable place: physical and virtual spaces
- 3) Understand how to find, evaluate and use information: information fluency
- 4) Create young readers: early literacy
- 5) Succeed in school: homework help
- 6) Celebrate diversity: cultural awareness

At the second meeting, the Community Forum further discussed the Service Responses and their thoughts since the first meeting. Doman Calkins presented a report of the staff responses of particular objectives that would fit within budget and staff capacity to meet the goals with the proposed service responses. The forum narrowed down the Service Responses to these top three, to be incorporated into the Strategic Plan for the next three years:

- 1) Stimulate imagination: reading, viewing and listening for pleasure
- 2) Visit a comfortable place: physical and virtual spaces
- 3) Understand how to find, evaluate and use information: information fluency

The forum felt that Diversity and Inclusiveness should be deliberately woven into everything the Library does and should be included in the Strategic Plan as a Value.

Two board members participated in the Community Forum: McLaughlin and Woodbury. McLaughlin shared that it was especially valuable to have Woodbury's perspective as a teen. While he was unable to attend the second meeting, the forum members referred often to his comments during the first meeting.

There was general consensus that Doman Calkins should move forward with drafting the Strategic Plan based on the Community Forum's work. This will be presented at the February meeting.

Other Business

McLaughlin shared that at the last meeting, Rose Hulett expressed interest in a nomination for Chair. Robinette motioned to accept Hulett's nomination as Chair. Hoffbuhr seconded the motion. McLaughlin motioned that Hoffbuhr continue as Vice Chair through the remainder of his term in April, 2017. Robinette seconded and Hoffbuhr accepted. McLaughlin asked that other members consider the position, to be voted on at the April meeting.

Council Liaison Updates

None.

Adjournment

The meeting was adjourned at 5:55 P.M. to attend the City's Annual Boards and Commissions Appreciation Dinner. Respectfully submitted, Adrienne Doman Calkins.