



Home of the Tualatin River National Wildlife Refuge

# City of Sherwood

## Library Advisory Board

### MEETING MINUTES

<b>MEETING TITLE</b>	<u>City of Sherwood Library Advisory Board</u>
<b>DATE &amp; TIME</b>	<u>Wednesday, February 15, 2017, 6:30 P.M.</u>
<b>LOCATION</b>	<u>Sherwood Library/City Hall, Conference Room A</u>
<b>FACILITATOR</b>	<u>Rose Hulett</u>
<b>NOTES TAKEN BY</b>	<u>Crystal Garcia</u>

**MINUTES APPROVED**

**AGENDA**

Items	Person Presenting
1. Call to Order/Roll Call; Introductions; Welcome to Councilor Robinson; Changes to Agenda; Approval of December, 2016 Meeting Minutes	McLaughlin
2. Thank you to Christine McLaughlin for serving	Doman Calkins
3. Management Reports & Library Updates	Doman Calkins
4. Strategic Plan Draft Presentation & Discussion	Doman Calkins
5. Other Business	Chair, TBD
6. Adjournment	Chair, TBD

**ATTENDEES**

Library Advisory Board	Absent	Council Liaison	Absent
Jack Hoffbuhr		Sally Robinson, City Councilor	
Rose Hulett			
Christine McLaughlin			
Liz Myer		<b>City Staff</b>	
Madeline Robinette		Adrienne Doman Calkins	
Ursa Shaw		Crystal Garcia	
Eleanor Simon			
Joyce Venjohn			

*HS Representative, vacant*

**MEETING NOTES**

## **Call to Order/Roll Call/Introductions/Approval of Minutes**

The meeting was called to order at 6:40 P.M. by incoming Chair Rose Hulett. Christine McLaughlin moved to approve the December, 2016, meeting minutes with the correction that Rose Hulett was in attendance. Jack Hoffbuhr seconded and the motion was approved unanimously. The board thanked McLaughlin for her years of serving as Chair.

## **Management Reports & Library Updates**

Adrienne Doman Calkins shared the updated October 2016 report and reviewed the November 2016 report. November highlights included an increase in visits per day and an 11% increase in new cards issued. Based on previous research including a community survey, the decision was made to discontinue purchasing several magazine titles. The majority of these subscriptions expired in November and were pulled from the shelves. The library has received a few complaints about having fewer magazines, but overall the process has gone smoothly.

Doman Calkins reviewed the December 2016 and January 2017 management reports. Inclement weather affected the statistics for both December and January as people were unable to commute to the library. However, December did see a small increase in circulation. Digital checkouts saw a significant increase during the inclement weather. The lighting project in the Adult Fiction area is complete and the library has received several positive comments about the new lights.

## **Strategic Planning Draft Presentation & Discussion**

Doman Calkins presented the strategic plan draft and asked for feedback from the board. Doman Calkins passed around several examples of public library strategic plans. There was much discussion about the Library Values and the general consensus was to keep the value sentences, but use warmer, more welcoming language. Doman Calkins will share the strategic plan draft document with the board via Google docs and board members will have access to make comments.

The next regularly scheduled Library Advisory Board meeting will be on **Wednesday, April 19, 2017 @ 6:30 p.m.** in Conference Room A.

## **Adjournment**

The meeting was adjourned at 8:10 P.M.

Respectfully submitted,  
Crystal Garcia