



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD

Wednesday, November 19, 6:30 p.m., 2025

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Sean Garland.

2. ROLL CALL

Board Members Present: Sean Garland (Chair, attended virtually), Maggi Gerhard (attended virtually), Brie Scrivner, Annalise Ellis (High School Rep.), Deb Diers, Tracey Enright, Colleen Carroll (attended virtually)

Absent: Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi.

City Council Liaison— Councilor Dan Standke

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 October 14, 2025, minutes. Tracey Enright seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

6. OLD BUSINESS

A. Levy passes

Adrienne Doman Calkins said the levy passed with 59% voter approval. Voter turnout was 39%. The Public Safety Levy also passed with voters approving an increase. Next steps for the library budget will be determined during the supplemental budget process.

B. WCCLS centralized collection management updates

Doman Calkins said a consultant firm has been chosen for the WCCLS centralization project and a contract is pending. Doman Calkins served on the scoring panel during the consultant selection process. The consultants will develop a site profile for each member library, during which they will be accepting feedback from the libraries. Full implementation of this project is expected to be in 2027.

C. Foundation updates

Diers gave the following updates:

- The study pod is about 80% funded.

- The Foundation applied for a grant that, if awarded, will allow for the purchase of adaptive technology to be used with the study pod.
- The winners of the IQ Credit Union contest will be announced next week. The contest will award the Foundation a guaranteed \$1,000, and potentially \$3,000 if the Foundation is the contest winner.
- Foundation members will be offering free gift wrapping at the Sherwood Bookstore on weekends beginning the day after Thanksgiving through December. While this service allows for donations to be accepted, it also promotes the Foundation to the community.
- Diers, Enright, and Doman Calkins met with the Forest Grove Library Foundation to learn about their fundraising tactics and projects.

D. Finalize accomplishments & goals for joint meeting of Board/Commission Chairs with Council

The group discussed the upcoming joint meeting of Board/Commission Chairs and City Council that will be held on December 2, 2025. General consensus was to focus on highlighting Board goals that most closely align with the stated goals of City Council. Goals for next year include:

- Continue advising the library via policy work.
- Support the library's citizen engagement efforts via outreach, networking events, and strategic planning.
- Support the library's fiscal responsibility as the new levy cycle begins.

E. Decide on December meeting. Previous recommendation was to cancel if the levy passes

The group decided to cancel the December meeting. The next meeting will be held on January 21, 2026, at 6:30pm.

7. New Business

A. Quarterly stats review

Doman Calkins reviewed the quarterly statistics report and discussed changes in library usage patterns. Doman Calkins noted that the reduction in hours from 60 to 53 per week that began in July with budget cuts has led to a corresponding decrease in physical checkouts and door counts, though digital checkouts remain steady. The group discussed the need for patron education regarding digital collection costs, ideas included email blasts, short/concise social media posts, signage in the library, information printed on checkout receipts, and including information on costs in the monthly library newsletter.

The group discussed the 8-11% decline in door counts during July and August and inquired if the library sees an increased usage during finals week. Anecdotally staff does see an increase during finals week, but there isn't a methodology to count student use of the library. It was suggested to include a question for students on the next community survey.

8. Council Liaison Report

Councilor Dan Standke provide the following updates:

- The annual tree lighting will once again happen in December on Saturday, December 6.
- In response to the recent (potential) reduction in SNAP benefits, the City partnered with the YMCA food bank and provided information on how to access all local food banks on social media.
- The City is providing utility billing assistance.
- The City is holding a special election in January 2026, for charter amendments regarding home rule and noticing of land use changes.
- There has been an increased ICE presence in Sherwood and community members have been arrested in Sherwood. The Sherwood Police Department is asking citizens to report ICE presence to them.
- PIRC (Portland Immigrants Rights Coalition) is a local network assisting those who have been taken by ICE in Washington County and their families.

A question was raised about the difference between a work session and a city council meeting. Councilor Standke explained that a work session is intended for idea crafting rather than public comment, whereas a city council meeting is intended to provide a forum for public engagement.

9. Adjourn

Chair Garland adjourned the meeting at 8:06pm. The next meeting will be January 21, 2025, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature

DRAFT