



*Home of the Tualatin River National Wildlife Refuge*

## MEETING MINUTES

LIBRARY ADVISORY BOARD  
Wednesday, September 17, 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), Maggi Gerhard (attended virtually), Colleen Carroll (attended virtually), Brie Scrivner, Annalise Ellis (High School Rep.), Deb Diers, Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi, Tracey Enright.

**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 July 16, 2025, minutes. Tracey Enright seconded. Motion passed by all members in attendance.

### 5. CITIZEN COMMENTS

None.

### 6. OLD BUSINESS

#### A. Future training topics

Adrienne Doman Calkins said future training with fellow library boards is still on the table, however, due to the busy levy season, and the funding and governance project work, this training is currently on hold. Doman Calkins has reached out to the WCCLS digital collection selector about the possibility of them presenting a training to board members about e-book licensing, given interest in that topic.

#### B. Levy updates – levy education materials, presentations, FAQ

Doman Calkins discussed upcoming levy education presentations on the library levy, including one to Sherwood Rotary on October 24<sup>th</sup> and another to the Chamber of Commerce on October 10<sup>th</sup>. She reviewed the approved levy presentation slides and script, which are vetted by the Oregon Secretary of State and include information on current library services, the proposed levy funding, and the impact if the levy does not pass. Doman Calkins explained that, if passed, the levy would increase from 22 cents per thousand dollars assessed property value to 37 cents, which would raise an additional \$4.55 per month for the average homeowner. She clarified that the library levy is separate from other local taxes and the public safety levy and emphasized that the funds are directed to library

services. She also discussed the Washington County Public Safety levy, which is proposing an increase from 47 cents to 66 cents per thousand dollars assessed property value.

### **C. WCCLS Funding and Governance updates**

The Board discussed the county's funding model for libraries, the vote on which has been delayed due to the Board of County Commissioners requesting more information about the funding formula. The county plans to hold two work sessions, tentatively on September 23<sup>rd</sup> and October 14<sup>th</sup> to review the funding allocations, with a decision on the final formula expected after these sessions. The proposed 5-year funding plan includes a 4.25% annual increase, though this is contingent on the county's general fund stability. The intergovernmental agreement (IGA) process is likely to be delayed but will need to be signed before libraries can receive funds in July 2026.

### **D. Foundation updates**

Diers said that IQ Credit Union has selected the library as one of three nonprofits to receive funding, either \$1,000 or \$3,000, through a community contest. She also reported that the library meeting room pod project is close to being fully funded. The Foundation has applied for a grant from OnPoint Credit Union and, if awarded, the project will be fully funded.

## **7. New Business**

### **A. Student Cards with Sherwood School District, year two**

Doman Calkins said the 2025-2026 school year marks the second year Sherwood is participating in a county-wide student library card program with Sherwood School District and WCCLS. Last year Sherwood Public Library delivered 734 cards to students whose parents/guardians opted in to receive a public library card through this program. Participation numbers for this year have not yet been reported.

### **B. Public meeting law refresher / updates**

City staff recently attended public meeting law refresher training, so Doman Calkins provided a refresher to the board, sharing the definition of serial communication and use of intermediaries, and emphasizing the importance of transparency and avoiding deliberations outside of official meetings. She explained that decisions should not be made via email or private conversations, as this could violate public meeting laws and potentially result in fines. Doman Calkins also discussed the need to keep business separate between the library advisory board and the foundation (SHELF).

### **C. WCCLS Centralized Collection Management Request for Proposal (RFP)**

Doman Calkins discussed the progress and timeline of the centralized collection management project, highlighting key phases from January 2026 to June 2028. Washington County currently has an open RFP for consultants to assist with the transition to centralized collection management. Key components include an initial project plan, end-to-end centralized process, policies, workflows, and templates. She noted that once the collection has been centralized power users might see differences in collection availability and processing, but the hope is for the transition to be as seamless as possible.

### **D. Freedom to Read month / Banned Books Week**

The Board discussed celebrating Freedom to Read Month for the entire month of October, along with Banned Books Week, with Doman Calkins explaining that the goal is to make the messaging more approachable and avoid confusion about the availability of challenged books. Colleen Carroll expressed concern that this change might distance the library from national library advocacy efforts and soften the language around book challenges. The board discussed messaging, programming, and display plans for the month and voiced the importance of keeping Banned Books Week explicitly named. Enright made a motion to support the Freedom to Read messaging, Diers seconded, and the motion was approved unanimously.

## 8. Council Liaison Report

Councilor Dan Standke provide the following updates:

- New library road signs have arrived that will point people to the library from various city roads.
- There will be a grand opening celebration for the pedestrian bridge on Saturday, September 27<sup>th</sup>, featuring activities and speakers.
- The lighting and color schemes for the pedestrian bridge are still being tested. Once completed, a calendar/schedule of the lighting schemes will be made available to the public.
- Chick-Fil-A will be opening next month.
- The new Jamba Juice will be located near Target.

## 9. Adjourn

Chair Garland adjourned the meeting at 8:09pm. The next meeting will be October 15, 2025 at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

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Date

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Chair or transcriptionist Signature