



*Home of the Tualatin River National Wildlife Refuge*

# **LIBRARY ADVISORY BOARD MEETING PACKET**

**FOR**

**Wednesday, March 18, 2026**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon**

**6:30 pm Library Advisory Board  
Meeting**



*Home of the Tualatin River National Wildlife Refuge*

## MEETING AGENDA

**LIBRARY ADVISORY BOARD**  
**Wednesday, March 18, 6:30 p.m., 2026**

**22560 SW Pine Street, Sherwood City  
Hall / Library, Exec Board Room  
(Conference Room A)**

1. **CALL TO ORDER**—6:30 p.m.
2. **WELCOME / ROLL CALL** (Garland)  
**Board members / City Councilor Liaison / Staff**
3. **ADJUSTMENTS TO AGENDA** (Doman Calkins)
4. **APPROVAL OF MINUTES** (Doman Calkins)  
[February 18, 2026, draft minutes](#)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:45 p.m.
  - A. Needs Assessment of LAB, discussion of report (Gerhard)
  - B. Meeting Room policy—Administrative Policy process (Doman Calkins)
  - C. Update on WCCLS IGA revisions, WCCLS supplemental budget (Doman Calkins)
  - D. Gathering of the Groups meeting itinerary (Enright)
  - E. Sherwood Library Foundation updates (Diers)
7. **NEW BUSINESS**—7:35 p.m.
  - A. National Library Week, April 19-25; NLW Open House, April 10. (Doman Calkins)
  - B. State Legislature updates (Carroll)
8. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Standke)
9. **REVIEW OF ACTION ITEMS & NEXT MEETING:** March 18, 6:30 p.m.
10. **ADJOURN**

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### **How to Provide Citizen Comments:**

Citizen comments may be provided in person, in writing, or by telephone. In-person comments may be made during the dedicated time on the agenda. Written comments may be submitted at least 24 hours in advance of the scheduled meeting start time by email to Adrienne Doman Calkins, Library Manager, at [domancalkinsa@sherwoodoregon.gov](mailto:domancalkinsa@sherwoodoregon.gov) and clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email [domancalkinsa@sherwoodoregon.gov](mailto:domancalkinsa@sherwoodoregon.gov) or call 503-625-4272 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify

themselves by their name and by their city of residence.” Anonymous comments will not be accepted into the meeting record.

**ADA Accommodations:**

To request ADA accommodations for this public meeting, please contact Adrienne Doman Calkins, Library Manager, at [domancalkinsa@sherwoodoregon.gov](mailto:domancalkinsa@sherwoodoregon.gov) or call 503-625-4272, preferably at least 48 hours in advance of the scheduled meeting time.

**Interpretation Services:**

Free language interpretation is available through Washington County Cooperative Library Services in twenty different languages. To inquire, contact Adrienne Doman Calkins, Library Manager, at [domancalkinsa@sherwoodoregon.gov](mailto:domancalkinsa@sherwoodoregon.gov) or call 503-625-4272, preferably at least 48 hours in advance of the scheduled meeting time.



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## MEETING MINUTES

LIBRARY ADVISORY BOARD  
Wednesday, February 18, 6:30 p.m., 2026

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

### 1. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Adrienne Doman Calkins in absence of the Chair and Vice Chair.

### 2. ROLL CALL

**Board Members Present:** Maggi Gerhard (attended virtually), Deb Diers, Tracey Enright, Fritz Kaliszewski (Rural Rep), Marilee Ratliff Ponangi, Brie Scrivner

**Absent:** Sean Garland, Colleen Carroll, Annalise Ellis

**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 January 21, 2026, minutes. Tracey Enright seconded. Motion passed by all members in attendance.

### 5. CITIZEN COMMENTS

Enright shared that she attended the library's 20<sup>th</sup> birthday celebration event and also the Getting Started with AI program and said both were well done. Fritz Kaliszewski said she attended the Cybersecurity program which was also very well done. A community member was in attendance, she shared that she is completing her Masters in Library and Information Science (MLIS) and is observing the meeting as part of her capstone project.

### 6. OLD BUSINESS

#### A. City Council goals

City Council goal setting work session was held on January 24, 2026. Councilor Dan Standke said boards can expect better direction from Council moving forward. Standke said the direction the Board wants to take regarding citizen engagement aligns with Council goals around citizen engagement. Doman Calkins shared that Council confirmed city boards have had the ability to meet with each other, however, Council discussed ways to encourage boards to meet and/or communicate with each other. Doman Calkins said that the Council also discussed a need for coordinated long-term facility

master planning for city buildings such as Police Department, Senior Center, and Library. No specific timeline was established. A plan for a new Public Works building is underway.

#### **B. Update on WCCLS IGA revisions**

Doman Calkins said the intergovernmental agreement (IGA) between WCCLS and member libraries is moving forward with a compressed timeline. The new IGA needs to be signed in time to go into effect on July 1, 2026. This IGA includes the new funding formula and new service areas.

#### **C. Connections Report for 2025**

Doman Calkins presented the annual Connections Report, which details the various organizations with whom the library has partnerships. There continues to be five levels of partnership: Core Funding partners, Support Funding partners, Service & Outreach partners, Initiatives partners, and Donating partners. Funding through the collective partnerships was nearly \$1,663,000 for 2025.

Enright raised a question about the Sherwood School District (a Service & Outreach partner) asking if it is true that Sherwood schools do not have librarians in their schools. Doman Calkins confirmed that there are no degreed teacher librarians in the Sherwood School District, rather there are Media Support Specialists. Doman Calkins noted that the Sherwood School District is not an outlier in Oregon, and in fact many school districts in Oregon do not have degreed librarians, largely due to budgetary decisions. The group had interest in learning more about the school district's budget and approach to literacy and information studies and discussed the possibility of inviting someone from the school district to present at a future meeting.

#### **D. Sherwood Library Foundation updates**

Diers provided the following Foundation updates:

- The Foundation received donations from four private donors and is now fully funded for the meeting pod. The next step is to meet with the Public Works Operations Supervisor for a final assessment of the pod location.
- Diers continues work on gathering Friends and Foundation members from across Washington County to meet for a brainstorming and networking session. So far all but one of the Washington County libraries has expressed interest in attending.

Doman Calkins said the accessibility equipment purchased with the Network of National Libraries of Medicine (NNLM) grant should be available to the public by the end of the month.

### **7. New Business**

#### **A. Meeting Room Policy**

Doman Calkins said now that the meeting pod is fully funded, a new meeting room policy will need to be developed. Doman Calkins said this new policy is considered an administrative policy, meaning that it does not need to be approved by City Council. Moving forward, staff will draft a policy and bring it to the board for feedback. The policy will then be reviewed by the Assistant City Manager and City Attorney. A final draft of the policy will then go to the City Manager for approval.

#### **B. Patron feedback / complaints / service stories**

Doman Calkins said in November 2025 an article about challenges at the Tualatin and Sherwood library was published in the Beaverton Valley Times and wanted to circle back with the board and share some additional background information about the incidents cited in the article. Two books with LGBTQ+ subject matter were discovered deliberately hidden in the library. Challenges and acts of censorship are reported to the State Library of Oregon annually and Doman Calkins submitted these incidents as presumed acts of censorship (not formal challenges). The inclusion of these incidents in the report, along with the incidents reported by Tualatin, led to the news article.

Doman Calkins said the library received two recent complaints. The first was about the recent cover of Rolling Stone featuring a woman in a bikini. Doman Calkins said all magazines are displayed face-out due to their thin spines. Doman Calkins took time to explain the library policy and reason for how magazines are displayed and corresponded with the patron via email. The other recent complaints were about noise levels in the library from the children’s area, one from a patron suffering from a traumatic brain injury. Doman Calkins acknowledged that the library’s open space design contributes to noise issues. Staff routinely share what our quieter times tend to be in these situations (not right after school and not right after storytime). Doman Calkins emphasized her philosophy of addressing complaints promptly and viewing them as opportunities for engagement, while maintaining a focus on intellectual freedom.

**C. Community Engagement / Outreach**

Doman Calkins discussed plans for a community engagement outreach initiative, including a needs assessment and a “gathering of the groups” event that will bring together the Friends, Foundation, and Board members, and all three groups have agreed to participate. Enright and Doman Calkins are coordinating with interested parties to determine the timing and agenda for this meeting. The goal is to hold the meeting in April or May.

**D. Needs Assessment for LAB**

Maggi Gerhard presented a proposal to conduct a needs assessment of the board. The needs assessment is part of her graduate work and will serve to help identify priorities for the board. Participation by the board members would include completing a ten-minute survey that includes open-ended questions. Gerhard will then analyze the data in cooperation with Doman Calkins and another subject matter expert, findings will then be presented to the board.

Enright moved for the board to participate in the needs assessment as proposed by Gerhard. Diers seconded. The motion was approved by all in attendance.

**8. Council Liaison Report**

Councilor Standke provided the following updates:

- Council has received several comments regarding a letter Oregon Governor Tina Kotek and 31 Oregon mayors sent to Department of Homeland Security (DHS) Kristi Noem. The letter called for DHS to cease immigration enforcement operations in Oregon until investigations of use of force incidents by federal agents are investigated. The Mayor of Sherwood, Tim Rosener, did not sign the letter and spoke about this at the last Council meeting. Council has created a three-person subcommittee to draft a letter to the citizens of Sherwood.
- Council is considering renaming The Sherwood Center for the Arts in memory of Linda Henderson. Council is currently receiving feedback from the community on this proposed change and will be discussing it further at upcoming Council meetings.

**9. Adjourn**

Doman Calkins adjourned the meeting at 8:03pm. The next meeting will be held on March 18, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

\_\_\_\_\_ Date

\_\_\_\_\_ Chair or transcriptionist Signature



# Administrative Policy

**Originating Department: Library**

**Policy Title: Meeting Pod Use**

**Effective Date: April 2026**

**City Council Approval Required: Y / N**

## Policy Statement:

The meeting pod at Sherwood Public Library is available for use by the public during regular open hours. This policy is also guided by Articles V and VI of the American Library Association's Bill of Rights:

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## Purpose:

The purpose of this policy is to establish clear guidelines for appropriate, safe, and responsible use of the meeting pod.

## Background:

Sherwood Public Library has one meeting pod for use by individuals or a group of up to four people. The meeting pod is wheelchair accessible; occupancy with a wheelchair will reduce the overall capacity.

## Meeting Pod Rules:

- Reservations are required, even for walk-in use, and available on a first-come, first-served basis.
- Reservations may be made up to eight weeks in advance.
- The meeting pod may be reserved up to twice per month per individual and/or group.
- Reservations may be made for up to two hours per day, per individual and/or group, even if the meeting pod is not reserved. Library staff are authorized to extend time for limited situations as availability and open hours allow.
- Users must be 10+ years of age or accompanied by a responsible adult or caregiver.
- Photo ID or a WCCLS library card must be presented before using the meeting pod. The name on the identification or WCCLS library card must match the name on the reservation.
- Reservations will be held for 15 minutes past the reservation time, after which the reservation will be released.
- Meeting pod use ends 10 minutes prior to the library closing.
- Permission to use the meeting pod may be withheld from individuals and/or groups failing to comply with library rules and policies.
- Library use of the meeting pod to provide public services may take precedence over use by other groups and individuals.

Use of a meeting pod does not constitute or imply Sherwood Public Library’s or the City of Sherwood’s endorsement or approval of the viewpoints expressed by participants in the meeting.

The meeting pod shall not be used in any way that interferes with regular library access, services, and operations or which causes a threat to the safety of Library employees, patrons, or property. Meeting pod users must follow the Sherwood Public Library’s Behavior Policy, including no selling of goods.

The Library and the City are not responsible for accidents, injury, loss, or damage to the private property of the individual or group using a meeting room.

Exceptions to these rules must be approved in advance by the Library Manager or designee.

**Authority: (examples: OAR, ORS, etc.)**

**Per the Sherwood City Charter, Section 33(a) – City Manager: The office of the City Manager is established as the administrative head of the city government.** The City Manager or designee shall authorize the implementation of a city policy upon review and applying a signature and an effective date. Policies may be submitted to the City Council for consideration and approval. If a policy is determined to require City Council approval, approval shall be done via adoption of a resolution approving the policy or authorizing the City Manager to implement said policy.

**Periodic Review:**

This policy shall be reviewed by the Senior Leadership Team (under the direction of the City Manager or designee) at least every three years in January, or more often if needed, and updated as necessary.

**Review and Authorization:**

\_\_\_\_\_ Date  
City Manager Signature

Revision #	City Manager Signature	Date	Nature of Revision
1			
2			
3			