



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, March 18, 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, Annalise Ellis (High School Rep.), Deb Diers, Tracey Enright, Marilee Ratliff Ponangi (attended virtually), Brie Scrivner, Colleen Carroll.

Absent: Fritz Kaliszewski (Rural Rep)

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 February 18, 2026, minutes. Maggi Gerhard seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

As a follow-up to the discussion around school librarians during the last meeting, Tracey Enright shared she had researched the topic and found that no schools in Sherwood have librarians, which is consistent with the larger trend of replacing school librarians with media assistants. School librarians are required to have both a degree in library science and in education. Frequently the reason given for reclassifying these positions is financial.

6. OLD BUSINESS

A. Needs Assessment of LAB, discussion report

Gerhard presented the findings of the recent needs assessment she conducted for the Library Advisory Board, which showed high participation rates and identified both strengths and areas for improvement in board functioning and engagement. Key findings include:

- Board members felt prepared to contribute after joining the board and understand the strategic plan.
- Board members feel prepared for meetings and that meetings are run efficiently.
- Board members are able to communicate in an open and respectful environment.

- There is a desire among board members to influence change and contribute to experience in a meaningful way, which could be improved.
- There is a desire among board members to connect and develop a “team” identity.

Short-term recommendations to address board engagement include:

- Review the library advisory board member role.
- Create an opportunity for board members to learn more about how the City works generally, and specifically how the City-Library partnership works.
- Invite board members to assist with agenda setting and also identify clear action items at the end of each meeting.

Long-term recommendations include:

- Hold a brainstorming session with the board to identify and explore opportunities for greater board engagement.
- Review how to get involved with the library outside of LAB meetings.
- Conduct a “getting to know the board” activity

Chair Garland will be at the Gathering of the Groups and volunteered to report back to the group.

Colleen Carroll volunteered to lead a brainstorming session at the July meeting.

Enright volunteered to research and report back on ways for board members to support the library outside of attending LAB meetings.

B. Meeting Room policy – Administrative Policy process

The new meeting pod will be installed on April 2nd. The board reviewed the draft meeting pod policy. This policy is an administrative policy, which means that it will be reviewed by the City Attorney and approved by the City Manager, rather than Council. As such, the board does not need to approve the policy, but Doman Calkins presented the policy to provide board members with an opportunity to give feedback. Questions were raised regarding privacy and letting patrons know that the pod is not soundproof. Doman Calkins said this would be included in the pod guidelines, which will be provided to patrons prior to using the pod. Group consensus was that the policy is suitable as written, and updates may be made as needed.

C. Update on WCCLS IGA revisions. WCCLS supplemental budget

In this interest of time, Doman Calkins will email an update about the WCCLS IGA revisions and WCCLS supplemental budget to the group.

D. Gathering of the Groups meeting itinerary

Enright reviewed the agenda for the inaugural Gathering of the Groups, which will include members from the Foundation, Friends, and Library Advisory Board. The meeting will be held on Thursday, April 9th at 6:30pm in the Community Meeting Room. Doors will open at 6:00pm.

E. Sherwood Library Foundation updates

Diers shared that she and Fritz Kaliszewski would be onsite when the meeting room pod will be delivered on April 2nd prior to the library opening. The official ribbon cutting will be held during the library open house on Friday, April 10th.

7. New Business

A. National Library Week, April 19-25; NLW Open House, April 10

Doman Calkins said the library open house is normally held during National Library Week, however, this year the Oregon Library Association conference falls within National Library Week, so the open house will be held earlier than usual on Friday, April 10th, 11am-5pm. The meeting pod ribbon cutting will take place in the morning. There will be activities throughout the library, encouraging people to visit all areas of the library. There will be a technology “petting zoo”. Golden tickets will once again be hidden in the library throughout the day, winners will receive a gift card.

B. State Legislature updates

Carroll provided notes on library-related legislation and budget updates. The Federal bill HR7661, “Stop the Sexualization of Children Act” has passed out of committee and is now returning to the full House of Representatives for consideration. Oregon HB4022 passed, this establishes the Oregon Imagination Library Program which provides a free book each month to eligible children. In New York, Mayor Mamdami is budgeting less than his campaign promise for libraries, there is a grassroots campaign to hold Mayor Mamdami accountable to fund libraries as promised. Enright asked about the best way to advocate for library support and funding locally. Councilor Standke suggested emailing City Council and/or the Budget Committee.

8. Council Liaison Report

Councilor Standke provided the following updates:

- The annual Trashpooza Earth Day celebration and cleanup will be taking place on Saturday, April 18th.
- The City is currently conducting a Solid Waste Food Scraps survey to evaluate the awareness and usage of the solid waste food scrap service provided by Pride. This service allows residents to include food scraps in their yard debris cart. This survey will be open through the end of March.
- City Council provided a statement to the community about immigration enforcement and ICE.
- Traffic Safety Committee did not meet due to a lack of agenda items. Community members are encouraged to reach out to the committee with any traffic safety concerns.

9. Adjourn

Chari Garlnd adjourned the meeting at 8:06pm. The next regular meeting will be held on May 20, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature