



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, September 16, 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 6:31 p.m. by Chair Tracey Enright

2. ROLL CALL

Board Members Present: Annalise Ellis (High School Rep.), Deb Diers, Chair Tracey Enright (attended virtually), Brie Scrivner, Maggi Gerhard (attended virtually), Fritz Kaliszewski (Rural Rep), Sean Garland (attended virtually), Marilee Ponangi.

Board Members Absent: None.

City Council Liaison— Councilor Dan Standke

Staff Present: Adrienne Doman Calkins (Library Manager), Crystal Garcia (Librarian II, Secretary).

Guest: Kyle Green

3. ADJUSTMENTS TO AGENDA—

Item 7.C. under New Business “Getting to Know the Board” was tabled to the October 21, 2026, meeting.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the July 15, 2026, minutes. Brie Scrivner seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

Kyle Green shared that he was in attendance to learn more about the Library Advisory Board and potentially join as a Board member. His connection to the local business community would allow him to bring a new perspective to the Board.

6. OLD BUSINESS

A. Thank you to Sean Garland for serving a Chair for three years

Adrienne Doman Calkins, along with the Board, thanked Sean Garland for his years of serving as Chair.

B. Library updates (WCCLS MOU for centralized collections, WCCLS Requests for

Reconsideration Procedures, Pop-up Makerspace waiver, Budget schedule, Library Card Sign-up Month, Banned Books Week)

Doman Calkins shared the following updates:

- Clarifying language was added to the WCCLS MOU for Centralized Collections to reflect that the project implementation timeline will span multiple fiscal years, and other small edits the WCCLS Executive Board requested. The MOU is undergoing final edits before going to Executive Board in October and to partner libraries for signatures. Sherwood City Council is getting updates and doesn't typically review or authorize signatures for MOUs.
- WCCLS is currently developing a Collection Development Policy for centralizing collections, including Request for Reconsideration procedures. WCCLS Library Leadership Group agreed reconsideration requests will begin with one form, regardless of who purchased the item in question. Ownership of the item, as well as where the request originates, will determine who is involved in the review process and whether a local process of review will need to be conducted.
- The pop-up makerspace will not need a policy. Patrons will be required to sign a waiver to use certain makerspace items.
- The City of Sherwood will be starting the budget process in the fall, which is a bit earlier than in previous years when the process began in the spring.
- September is Library Card Sign-up Month. There is a countywide drawing for those who referred someone to get a new library card, and a local drawing for those who signed-up for a new card in Sherwood.
- Banned Books Week is the first full week of October. The library will have displays, bookmarks, and other print pieces available about challenged books. There is no program scheduled this year due to staff capacity. Resources about BBW and additional involvement are on the library website.

C. Sherwood Library Foundation (SHELF) updates

Diers shared that SHELF has taken a few months hiatus, but are scheduled to meet on Friday, September 18, 2026, to discuss what their next and fundraising. They will offer gift wrapping for donations at the Sherwood Bookstore again this holiday season.

D. Discussion of data and perspectives to include in the next Strategic Planning and any inspiration from other libraries' Strategic Plans.

The group discussed updates to the Strategic Plan, including:

- Update the document to reflect that the levy passed
- Update the demographics
- Add an Executive Summary
- Consider making the document shorter
- Consider adding an FAQ to the library's website
- Consider adding maps to the website and removing them from the strategic plan document

7. New Business

A. Vice Chair open position

Doman Calkins reviewed the duties of the Vice Chair, which is currently an open position due to a resigning from the board. Chair Enright nominated Annalise Ellis to serve as Vice Chair, which Ellis accepted. Chair Enright moved to approve Ellis as Vice Chair. Brie Scrivner seconded. Motion passed by all in attendance.

B. Preliminary discussion for Roundtable with City Council

The board discussed the upcoming roundtable meeting with City Council scheduled for October 20th. Doman Calkins reviewed the board's work from the past year, and future goals. The group discussed

the library's alignment with Council's goals around infrastructure, livability, fiscal responsibility, and citizen engagement. The group identified areas of alignment: library facility master plan, age-friendly city initiatives, environmental stewardship, community engagement, fiscal responsibility as it relates to centralized collections, and accessibility improvements.

Goals for 2027 discussed by the group include:

- Making tactile maps of the library available for low-vision and blind patrons
- Participating in the Oregon Library Association's legislative day
- Conduct user and non-user surveys to inform the next strategic plan. Consider micro-surveys in the community.
- Event for Banned Books Week / Freedom to Read month
- Gathering of the Groups meeting repeat, as well as a gathering of members of other Boards & Commissions.
- Update the 2019 library master plan

The group decided to focus on the surveys to inform next steps and community interest about projects, as well as centralized collections. Doman Calkins, Enright, and Ellis will meet in advance of the Roundtable with City Council to discuss further preparations.

RSVPs for the Roundtable on October 20 and the LAB meeting scheduled for October 21 were discussed.

8. Council Liaison Report

Councilor Standke provided the following updates:

- The only City Council applications received for the upcoming election were from incumbents, so Council will remain the same.
- Council is no longer in discussion about renaming the Sherwood Center for the Arts for Linda Henderson. They may be looking into other options for honoring Henderson, including the amphitheater at Stella Olsen Park.
- The Sherwood School Board is trying to make sure that the parents of students with school-issued Chromebooks are aware of the parental controls available via the Securly app.
- The Traffic Safety Board is considering changing the speed limits in Old Town to 20mph.
- Citizen comments have been shared about the lack of a Brookman trail connection, which the City is reviewing. Brookman Road safety concerns have been discussed with County Commissioner Snyder.
- Questions shared about Edy Road safety concerns.

9. Adjourn

Next steps and action items include:

- Doman Calkins will email the group about the group to gauge attendance for the joint meeting with Council on 10/20/26, and the regular board meeting on 10/21/26.

Chair Enright adjourned the meeting at 8:04pm. The Joint Meeting with City Council will be held on October 20, 2026. The next regular meeting will be held on October 21, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature