



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, July 15, 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 Chair Tracey Enright.

2. ROLL CALL

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

Board Members Absent: Sean Garland, Colleen Carroll, Marilee Ponangi.

City Council Liaison— Councilor Dan Standke

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

3. ADJUSTMENTS TO AGENDA— The “Thank you to Sean Garland for serving as Chair for three years” item was tabled to the next meeting to allow for Garland to be present.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the May 20, 2026, minutes. Fritz Kaliszewski seconded. Motion passed by all members in attendance.

5. CITIZEN COMMENTS

6. OLD BUSINESS

A. Library updates (WCCLS IGAs, MOU for centralized collections, 3D printing)

Adrienne Doman Calkins reported that the two intergovernmental agreements (IGAs) between WCCLS and the member libraries have been approved. Levy planning is scheduled to begin earlier next levy cycle.

Sherwood staff provided feedback on the draft memorandum of understanding (MOU) for centralized collections and the MOU has been shared with the WCCLS Library Leadership Group (formerly Policy Group). Important to Sherwood and other member libraries is for an appeal process to be included in the MOU. An appeals process would give member libraries recourse if WCCLS denies a request. The MOU explicitly states that member libraries will be able to supplement WCCLS items and add locally purchased items to their collections. Doman Calkins was selected to serve on the Project Steering Committee (PSC). The purpose of the PSC is to serve as an advisory group that

provides cooperative-wide input on project planning and implementation. Their role is to help ensure that decisions are informed by a broad library perspective as the project progresses.

The library purchased a new 3D printer with funds provided by the Friends of the Library. The Friends received a grant from the Austin Family Foundation and felt using the funds to purchase a 3D printer upheld the spirit of the donors to promote and encourage innovation through technology. The long-term plan is to create an open-air maker space in the Information desk area, however, there are policies and waivers that staff need to create before making the 3D printer available to the public.

B. Opportunities for additional LAB engagement

Chair Enright reviewed the LAB engagement ideas list and asked board members to reach out to her with questions. Doman Calkins shared information about Legislative Day—an annual event at the state capitol in which library staff and advocates meet with their legislators to advocate on behalf of libraries. The State Library of Oregon provides talking points for participants prior to them meeting with their legislators.

C. Sherwood Library Foundation (SHELF) updates

Diers shared the following SHELF updates:

- SHELF is working to figure out next steps and recruit new members. They will be evaluating what their next project will be.
- Going forward the Washington County Friends meetings will be held in the conference room at the Hillsboro Public Library (Brookwood).
- SHELF will be putting up a display in the display case located inside the library's Pine Street entrance. The display will be up for the month of August.

7. New Business

A. Getting to know the board

Maggi Gerhard led an exercise focused on helping board members get to know each other better through structured questions. Board members were asked to share a skill, perspective, or strength they bring to the board. Responses included: being a do-er, being observant, a background working in civil rights, perspective of frontline library staff, serving as a liaison between various library stakeholder groups, a background in working with museums and partnering with libraries and community organizations, bringing enthusiasm, and bringing an interest in policy work.

B. Budget updates

Doman Calkins provided updates on the library's budget, reminding board members that although the new fiscal year began July 1st, the library is still in the two-year budget adopted last year. Doman Calkins noted that a new drive-up book drop is budgeted.

C. Strategic Plan recap, adjustments, next steps

Doman Calkins reviewed various assessment tools and strategies used to measure library performance and community engagement. She noted that while some tools like Project Outcome and Edge assessment are on pause, others like library surveys and micro surveys continue to provide valuable community feedback. Adrienne recommended conducting another library survey in 2027 and highlighted the importance of ongoing community engagement efforts. As in the past, the board will be involved in writing and reviewing the questions included in the survey.

The intention has been for the strategic plan to be a living document that allows for on-going adjustment, rather than a static 3-5 year plan as done previously. A more significant update to the

strategic plan will be helpful in planning how the library pivots as the centralization project is implemented.

The “homework” for board members is to review the current strategic plan and bring questions to the next meeting.

D. Preview for next time – Policies approach discussion

This topic was tabled to the September meeting.

8. Council Liaison Report

Councilor Standke provided the following updates:

- Council is discussing lowering the speed limit in residential areas to 20MPH. Community members wishing to provide feedback may do so by reaching out to Council or the Traffic Safety Committee.
- The speed cameras on Oregon St. issued over 1,000 warnings in one month. New digital speed reader signs have been added on Oregon St. as well. The speed cameras and new speed reader signs have been successful in changing driver behavior.
- There is a new sharps collection drop box located at the Senior Center. The City worked with Metro to provide this service as part of a Metro grant.
- The topics of renaming the Sherwood Center for the Arts for Linda Henderson will be discussed at the September 1st City Council meeting and will be taking public comment. This is the first public reading on this issue. Community members are encouraged to provide feedback.

9. Adjourn

Next steps and action items include:

- Doman Calkins will email the group Chair Enright’s contact information. Board members will reach out to her with questions or ideas for LAB engagement.
- Gerhard will bring another question and lead a structured discussion at the next meeting.
- Board members will review the current strategic plan before the next meeting.

Chair Enright adjourned the meeting at 8:05pm. The next regular meeting will be held on September 16, 2026, at 6:30pm.

Minutes submitted by Crystal Garcia.

Approved on

Date

Chair or transcriptionist Signature