



Library Advisory Board

Agenda

Meeting Date: May 4, 2009
Meeting Time: 6:30 PM
Meeting Location: Sherwood Library & City Hall,
Conference Room A

Library Advisory Board

Debbi Canepa (03/2013)
Amy Christie (03/2013)
Nancy Ellingson (03/2013)
Debra Pearce (03/2013)
Diana Stanley (08/2012)
Coleen Swihart (03/2013)
Conrad Thomason (03/2013)
John Urban, Chair (03/2011)
Laura Woodbury, High School
Representative (01/2010)

City Staff

Mary Madland, Supervising Librarian
Pam North, Library Manager
Kristen Switzer, Community Services
Director

Guests

Liz Myers, Friends of the Sherwood Library

Council Liaison

Lee Weislogel, City Councilor

----Meeting Agenda----

6:30	Roll Call / Introductions	Urban
6:35	Changes to agenda	Urban
6:40	Approval of minutes	Urban
6:45	Manager's Report	North
	March & April Management Reports	
	Library Business & News	
	Next Board meeting	
7:15	Other business	Urban
7:30	Adjournment	Urban



City of Sherwood Library Advisory Board MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	May 4, 2009 6:30 P.M.
LOCATION	Sherwood Library/City Hall
FACILITATOR	Nancy Ellingson, Board Vice Chair
NOTES TAKEN BY	Mary Madland

AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Ellingson
2. Changes to Agenda	Ellingson
3. Approval of Minutes	Ellingson
4. Manager's Report	North
5. Other Business	All
6. Adjournment	Ellingson
7.	
8.	
9.	

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
John Urban, Chair	x	Linda Henderson	
		Lee Weislogel	x
Debbie Canepa		City Staff	
Amy Christie		Pam North	
Nancy Ellingson		Mary Madland	
Debra Pearce		Kristen Switzer	
Diana Stanley			
Coleen Swihart		Guests	
Conrad Thomason	x	Liz Myers	
Laura Woodbury			

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:35 by Nancy Ellingson. Introductions followed.

Approval of Minutes

The March 2, 2009 minutes were approved – motion by D. Canepa, second by D. Stanley.

Changes to Agenda

Kristen Switzer discussed proposed changes to Library Board terms and the possible move of location and time for Board meetings.

Library Board Terms

Currently, the way the terms are set up several positions end at the same time creating need to recruit several people at once. The proposal is to adjust the terms so you will only have two vacancies per year. There is inconsistency throughout the City and the City is looking at this for all Boards. Normal Library Board terms are 4 years and can be renewed once. After a person has served two terms on the Library Board they must be off the board for a year before they can be re-appointed again. Library Board currently has nine, 4-year term positions and one High School Representative, with a 2-year term.

Library Board Meetings

It is being proposed that all Boards meet in Council Chambers in the Community Meeting Room. This would make the meetings more formal and allow for separation of the Board members from members of the public who may attend the meeting. Meeting in Council Chambers would also allow meetings to be recorded.

Some Library Board Members felt changing the location would change the tone of the meeting. Others didn't have a problem with the changes. Pam asked that Board members e-mail her with any additional comments or feedback.

Kristen will take feedback to the City and suggested Board members bring calendars to next meeting for further discussion about changing dates/location of future meetings.

Manager's Report

March Management Report

Circulation increased by 13.5%

New Library cards - 130

Volunteer hours – 162 (25 volunteers)

Twenty-six Baby, Preschool and Toddler story times (631 children / 459 adults)

Three "Read to the Dogs" programs on Saturdays

Magazine Monday (free magazine giveaway)

Federal and State tax forms available to public

03/12 Sherwood High Jazz Ensemble and Visual Arts Students in the Library, sponsored by the Sherwood Foundation for the Arts.

03/13 Library Staff Meeting

03/16 All-City Staff Meeting

03/16 Pam North completes L-Net training allowing Sherwood to join 33 other Oregon libraries that provide virtual reference service to everyone who works, lives, or goes to school in Oregon. L-net has been providing 24/7 reference service since 2003 and demand for the service continues to grow.

Juvenile Non-Fiction was separated and moved out of the general Non-Fiction area to be in closer proximity to the Children's area. Circulation of the Juvenile Non-Fiction collection has increased 55% since the move.
03/25 Anne Bell, FT Library Assistant, announced resignation
Materials purchased with the donation from the Nora Madelyn Fund for Infant and Child Loss, intended to augment the Library's materials on pregnancy and infant loss support and grief resources, begin arriving.

April Management Report

Info will be sent out by e-mail as figures were not available in time for this meeting.

Library News

Pam noted the Executive Summary in the proposed City budget specifically mentioned the City's commitment to support for the library. The budget this year is a maintenance budget, with a small increase which will allow some additional money for purchase of multi-media materials. Personnel will remain status quo.

The number of library cards issued each month and the circulation statistics were an eye-opener for City Council.

Volunteer program is a great benefit. The Volunteer Reception organized by Olivia Cashman was well attended. The library receives 1.5 FTE of work from volunteer hours.

Pam North and Jenny Swanson are working to update all the policies and procedures for the library.

Several people have asked about making donations to the library in memory of Virginia Hite's husband, Don Hite. After some discussion it was decided the donations would be used to create the Don Hite Memorial Listening Station. We will use one of the current study carrels and patrons will be able to listen to CD's and Books on CD here in the library. Pam is looking into the purchase of the equipment necessary and we will need to be able to secure the equipment and have policy regarding usage, time limits etc.

The Library Staff In-Service took place on April 17th. Police Chief Groth made a presentation to staff regarding dealing with difficult patrons. Finance presented an overview of the Hansen software to be used to track fines and fees for the library. Sue presented an overview of the Summer Reading program. Sign-ups begin June 1st and our first Tuesday at 2:00 program is the Reptile Man on June 16th. Staff discussed Library 2 Go, L-Net, and Crystal Garcia gave an overview of some of the electronic resources available through WCCLS. Staff brainstormed how to set up the Info Desk and scheduling of staff at the Info Desk. Barbara O'Neill from WCCLS presented information on how to do a reference interview.

Pam proposed that the Library Board meet in June and August instead of July and September. Everyone agreed.

Eva Calcagno from WCCLS will be attending either the June or August meeting.

Other business

D. Canepa asked if we had a Sherwood history section. We do have a few materials but most of the library historical material is with the Sherwood Historical Society at the

Morback House. We don't really have a space for those materials in the library that would be climate controlled.

D. Pearce asked if we looked at the number of minutes on a DVD before purchasing. She commented that the DVD's for each of the countries that we recently purchased are only 15 minutes or so long and that they could have combined countries and put more on one DVD. We do look at some of them that are very high priced with only a short program on the DVD. These are mainly children's books on DVD and we generally don't purchase those because of the high price.

D. Pearce asked about the issue of saving paper by having everyone print their own minutes and agenda. She suggested that everyone should read the minutes at home and that we just print a few agendas and share. Everyone agreed.

L. Henderson proposed that we discontinue having coffee and treats at Library Board meetings. All agreed that was fine.

L. Henderson mentioned the Oregon Reads program that just concluded. She asked if the library purchased any of the products from their website to promote the program. We did not.

L. Henderson advised the budget meeting is June 2nd for public testimony. The budget is online on the City web site. The meeting to adopt the budget is schedule for June 16th.

May 21st the Foundation for the Arts is sponsoring a music and art event in the Library from 6:30-7:30. The Sherwood Renaissance Singers will perform and the Sherwood Mosaic Arts Loft students will have displays throughout the library.

L. Myers reported that the book sale was very successful. Lots of people. Someone asked about the leftovers. Most go to Goodwill.

D. Pearce asked about a knitting instructor or knitting class in the library. There is a class offered at the Y. The group that currently meets in the library on Thursday has grown and they are all helping each other but D. Pearce felt they needed a more formal class. D. Pearce invited to attend the Foundation for the Arts board meeting May 12th.

L. Henderson advised the Music Man is coming to Community Theater/Stella Olsen Park in July. Auditions are May 14th and 15th. Musicians are also needed.

P. North advised the Friends of the Library will be having their annual meeting May 7th at 5:00 in the Community Meeting Room. Also on Thursday May 7th from 6-7 p.m. the Sherwood High School Litmag students will be hosting an art, music, and literature event in the library.

Adjournment

The meeting was adjourned at 8:05 p.m.