



Library Advisory Board

Agenda

Meeting Date: January 8, 2007
Meeting Time: 6:30 PM
Meeting Location: Sherwood Library & City Hall,
Conference Room A

Library Advisory Board

Jan Chambers, Chair
Chuck Britton
Debbi Canepa
Nancy Ellingson
Nathan Forster
Liz Myers
Holli Robinson
John Urban
Colin Woodbury

City Staff

Pam North, Library Manager
Kristen Switzer, Community Services
Director

Guests

Council Liaison

Linda Henderson, City Councilor

----Meeting Agenda----

6:30	Roll Call / Introductions	Chambers
6:35	Changes to agenda	Chambers
6:40	Approval of minutes	Chambers
6:45	Manager's Report	North
	November & December Monthly Management Reports	
	Library News	
	Budget	
	Representative to report to City Council - 02/06/07	
	Next Board meeting & election of officers - 02/05/07	
7:15	Other business	Chambers
7:30	Adjournment	Chambers



City of Sherwood Library Advisory Board **DRAFT MEETING MINUTES**

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	January 8, 2007 6:30 P.M.
LOCATION	Sherwood Library/City Hall
FACILITATOR	Jan Chambers, Board Chair
NOTES TAKEN BY	Pam North

AGENDA

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

ATTENDEES

Library Advisory Board Jan Chambers, Chair	Absent	Council Liaison Linda Henderson	Absent
Debbie Canepa Holli Robinson Nancy Ellingson Nathan Forster Liz Myers Colin Woodbury Chuck Britton John Urban	X	City Staff Pam North Kristen Switzer	
		Guests	

MEETING NOTES

Roll Call/Introductions
Jan Chambers called the meeting to order at 6:32 p.m.

Changes to Agenda

There were no changes to the agenda.

Approval of November Minutes

A motion to approve the minutes was made by Ellingsen and seconded by Myers. The November minutes were approved unanimously.

Manager's Report

Presentation of November & December Management reports.

- Robinson noted the number of new cards issued seemed to have increased. North confirmed.
- North thanked the Board members that had attended the City Council SWOT presentation in December and the Council swearing-in in January.

Library News

- In November we had a "Request to Reconsider" and it turned out that the issue was with the location of the material and not the book itself. Staff moved the materials.
- Changed public Internet sessions to one hour from 30-minutes in mid-December. Still ineffective. Will be installing an Internet reservation station in the near future and hopefully overcoming the current issues with abuse of the sign-up system.
- Staff moved books on hold on January 4 to shelves in the Library for patron pick-up and self-check out.
- Library staff was asked by City staff to investigate adding back public service hours without adding FTE. We proposed that we could entertain a 2 hour increase on Tuesday evenings but could not do much more than that. Proposal was presented to Switzer. In the interim we will be doing an internal efficiency/workflow study to confirm that we are working as resourcefully as possible.
- The Friends of the Library (in association with the Sherwood Rotary) have recently approved funding the Summer Reading Program performers, a coffee table for the Children's area, six additional shelf-top signs, an additional Internet PC and a CD/DVD cleaner.
- Switzer & Lindsey Newkirk have moved into the office in the Library workroom.
- Library Page, Jan Withee will be retiring this month. Withee had volunteered at the Library for seven years before being hired as a Page five years ago. Staff noted Withee's service and dedication have been greatly appreciated.

Budget

- The Library will be requesting 2.25 FTE to be added in next years' budget. Library Assistant I's and a .25 time Volunteer Coordinator (to be shared with Community Services).
- The 07-08 WCCLS disbursement is projected at \$595K, a 90% increase over last years' \$314K.

Election of Officers

Robinson motioned that the existing slate of officers (Chambers – Chair, Myers, Vice Chair & Britton – Secretary) be put forth for re-election. Urban seconded. Britton requested re-appointment to the Board and all officers agreed to serve another term. The current officers were approved unanimously.

Next Board meeting on Monday, February 5 at 6:30 p.m.
Next report to Council on Tuesday, February 6.

Other Business

Myers asked for discussion on the misspellings present on the glass donor wall. It is unfortunate that human error was likely to blame for both original (1986) and subsequent misspellings in the names. At this time there are no plans for correction.

Myers asked for discussion and clarification on the status of the Foundation donor wall. Staff will investigate.

Discussion of patron comments brought forth the idea of installing a “man door” between the Library and Sesame Donuts. The potential for moving the outdoor book drop to a truly “drive up” location was also considered. Britton requested that the Board make a formal recommendation that staff look into solutions to the book drop and donut shop patron concerns. Robinson seconded. The Board unanimously agreed to ask for a recommendation from staff.

Adjournment

The meeting was adjourned at 7:47 p.m.