



Library Advisory Board

Agenda

Meeting Date: February 12, 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
	January Monthly Management Report	
	Library News	
	Budget	
	Representative to report to City Council - 02/06/07	
	Next Board meeting - 03/05/07	
7:15	Other business	Chambers
7:30	Adjournment	Chambers



City of Sherwood Library Advisory Board MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	February 12, 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	Absent	Council Liaison	Absent
Jan Chambers, Chair		Linda Henderson	X
Debbie Canepa		City Staff	
Holli Robinson	X	Pam North	
Nancy Ellingson	X	Kristen Switzer	
Nathan Forster			
Liz Myers		Guests	
Colin Woodbury			
Chuck Britton	X		
John Urban	X		

MEETING NOTES

Roll Call/Introductions
Jan Chambers called the meeting to order at 6:33 p.m.

Changes to Agenda

North noted the errant date for the City Council meeting and no need for Board representation. Council is reconsidering the need for Board & Commission reports. The item was removed.

Approval of November Minutes

Once a quorum was present a motion to approve the minutes was made by Woodbury and seconded by Myers. The January minutes were approved unanimously.

Manager's Report

Presentation of January Management report.

Chuck Britton was re-appointed to the Library Advisory Board for a four-year term.

In December there was a "Request to Reconsider" a juvenile holiday video. The Materials Selection Committee unanimously agreed that we keep the item and the patron was notified by mail on January 19th. No follow-up.

Internet "reservation station" PC will be installed and operable on Wednesday, Feb. 14. We will still need to set the sessions at one hour, due to software limitations.

Efficiency study was completed on February 4th. On Wednesday, staff will meet to evaluate and identify the key findings. An optional study of operating without workflow scheduling was discussed.

Library behavior management issues – City has seen that this is a priority and we are working with the PD and the SRO to assist us.

Follow-up on directives to investigate the "donut door" and parking lot book drop issues. The City is not ready to pursue the installation of a door between the Library and Sesame Donuts. Recent discussions with the City Engineer, however, have proven successful in that we will be moving the book drop to the area next to the ballot drop so that it is truly "drive up." No timeline on that yet, though.

Follow-up on the Foundation donor wall. Apparently, we are waiting on a final decision on the building's dedication plaque before moving ahead on the donor wall.

Finally, a recent patron comment has us looking at our policies that determine access to the Internet. Since the Board approved a change in March 2006 that eliminated the need for minor's to have a parents permission to use the Internet and a child with photo ID and address verification can get a library card without a parents' permission, we have essentially done away with any parental input for children's library and Internet use. We are looking into going back to the policy of when a child gets a card we ask to have a parent to give permission.

Budget:

Have submitted the budget projections and goals and objectives for FY 07-08. Budget narrative is due tomorrow. When all of the text is complete I will share it with the Board.

Budget committee meetings are preliminarily scheduled for April 18 and 19. The public hearing on the approved budget will be May 15, 2007.

Next Board Meeting

Councilor Henderson had asked that North introduce the concept of returning to meeting every other month. We are only required to meet six times in a calendar year. Woodbury motioned that we discuss the option at the next meeting and Canepa seconded. It was decided the March 2007 meeting would be cancelled and the next meeting will be on April 2, 2007.

Other Business

Library2Go was discussed as a service provided through the Library. The possibility of adding a “bestseller” collection for Sherwood patrons was introduced.

Adjournment

The meeting was adjourned at 7:07 p.m.