



# Library Advisory Board

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## Agenda

**Meeting Date:** April 2, 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
	Budget	
	February & March Monthly Management Reports	
	Library News	
	Next Board meeting – 05/15/07(?)	
7:15	Other business	Chambers
7:30	Adjournment	Chambers

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# City of Sherwood Library Advisory Board MEETING MINUTES

<b>MEETING TITLE</b>	City of Sherwood Library Advisory Board
<b>DATE &amp; TIME</b>	April 2, 2007 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall
<b>FACILITATOR</b>	Jan Chambers, Board Chair
<b>NOTES TAKEN BY</b>	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

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

## MEETING NOTES

Roll Call/Introductions  
Jan Chambers called the meeting to order at 6:30 p.m.

## Changes to Agenda

North noted the Budget item had been moved to the beginning of the Manager's Report in order for Switzer to be present to present.

## Approval of November Minutes

Urban noted a correction, both he and Britton were in attendance at the February meeting. With a motion by Woodbury and a second by Canepa the minutes were approved as amended.

## Manager's Report

### Budget

Switzer reported that the proposed budget will be released on April 11, the first Budget Committee Meeting will be Wednesday, April 18 at the Police Facility, the second Budget Committee Meeting will be Thursday, April 19 in the Community Meeting Room and, if necessary, a third Budget Committee Meeting will be Thursday, April 26. The approved budget is scheduled to be released on May 4 and the public hearing on the approved budget will be on Tuesday, May 15 at the City Council Meeting. The approved budget will be adopted on June 19.

Switzer says the overall budget is "looking pretty good." The Library goal is to increase staff hours in order to return to a 60 hour a week schedule.

Woodbury mentioned that the Library budget could be a contentious issue since the WCCLS Levy passed in November, causing voters to look forward to more services.

Switzer called attention to the efficiency studies the Library staff has conducted and data gathering to aid in the budget effort. The proposed budget calls for the addition of a Volunteer Coordinator (shared by the Library and Community Services) to organize and promote a larger volunteer force to assist the Library staff.

Woodbury requested a copy of last year's Library budget and the levy increase numbers. North will provide both to the Board via e-mail.

Switzer offered that the City's level of support has historically been the highest among WCCLS libraries and we can expect to see that level decrease this year with the passage of the WCCLS levy.

The Board requested that they receive a link to the proposed budget when it is available online – with a summary of the Library budget portion.

### Management Monthly Reports – February & March

North noted there was a slight dip in circulation in February, but it was more consistent in March. The figures from last year are from when we were operating at 60 hours a week.

The Library continues to add about 150 new patrons a month.

There are more volunteer hours noted in March – our shelving volunteer Betty Szylowicz has added a few additional hours.

The teen “issues” reported in February have subsided somewhat w/teamwork of City, School Resource Officer (who is leaving) and Middle School Vice Principal

The new SAM reservation station initially had some glitches – WCCLS came out to help w/fixes.

The Library welcomed Amanda Kundert – part-time Library Page.

We are working with Community Services to develop a volunteer program that will benefit the Library & the City.

We continued work on the 2007-08 budget

#### Library News

The parking lot book drop move still in the works. We are unsure of whether or not we will make the April 15 date.

A WCCLS-sponsored event “Hearing Voices” brings Will Hornyak to the Sherwood Library for storytelling on Wed., April 18 at 7:00 p.m.

During National Library Week the Library is holding an Open House for City Staff with the assistance of the Friends on Thurs., April 19 from 11-Noon.

We are hoping to bring the Dove Lewis-sponsored “Read to the Dogs” program to Sherwood in the coming months.

#### Other business

John Urban has requested re-appointment and a resolution will be put forth at an upcoming City Council meeting.

Ellingson asked how long the Board appointments are for and Henderson answered with two, three or four years. Henderson and City Recorder Sylvia Murphy are going to be tackling this issue to bring about greater consistency.

Urban asked about the status of the “donut door.” North reported that the project would likely not take place.

It was decided that if communication is maintained during the budget process a meeting will not be necessary on May 14. The next Library Board meeting will be Monday, June 4, 2007.

#### Adjournment

The meeting was adjourned at 7:09 p.m.