



Library Advisory Board

Agenda

Meeting Date: August 6, 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
John Urban
Colin Woodbury
Vacant

City Staff

Pam North, Library Manager
Kristen Switzer, Community Services
Director

Guests

Sheila Knapp, PSU Practicum
Student/Hopkins Elem. Media Specialist

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
	June & July Monthly Management Reports	
	Library News	
	Next Board meeting – 10/01/07	
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	August 6, 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	
Debbie Canepa		City Staff	
Nancy Ellingson		Pam North	
Nathan Forster		Kristen Switzer	X
Liz Myers			
Colin Woodbury	X	Guests	
Chuck Britton	X	Sheila Knapp	
John Urban			

MEETING NOTES

Roll Call/Introductions

Jan Chambers called the meeting to order at 6:32 p.m. Sheila Knapp was introduced. She is a student in Educational Media and Librarianship at PSU. Sheila will be doing her 60-hour practicum with the Library and will be the Library Media Specialist at Hopkins Elementary in the fall.

Changes to Agenda

None.

Approval of June Minutes

Minutes of the June meeting were approved with a motion by Ellingson and a second by Canepa.

Manager's Report

The Board received a member's resignation in June and we are actively seeking a replacement for that vacancy and for the high school representative vacancy.

Management Monthly Report – June

- Presented resolution in favor of accepting amendments to the standing WCCLS agreements at the June 19 Council meeting. Resolution adopted.
- Teen Behavior Panel formed with representatives from the Library, City staff, the Police Department., Sherwood Schools and the Library Advisory Board. First meeting held on June 26.
- 15-minute, stand-up Internet access PC installed for patrons needing to briefly check e-mail or do quick searches.
- Crystal Garcia and Holly Ramsey (PT Library Assistant I's) started.
- Self-check use has increased to 18%.

Monthly Management Report – July

Circulation continues to increase with a 10% jump in July. New cardholders continue to be registered, 167 in July.

- Restored public service hours to our pre-July 2006 total of 60 hours a week. Hours had been reduced to 52 in July 2006.
- The first volunteer from our recent call for Library volunteers started on July 25.
- We introduced our new Best Seller collection in Adult Fiction. We will now be getting two copies of all our standing order (popular) adult fiction titles and one copy will circulate while the second copy will be non-holdable and have a 3-week loan period with **absolutely no renewals**. That means more books on the shelves for Sherwood patrons!

- Books received from our largest supplier, Ingram, will now be pre-processed. This allows us to get them on the shelves faster and greatly reduces in-house processing costs and time.
- Planning for our annual Library Staff In-Service day has begun. The Library will be closed on Friday, August 17.

Library News

Continued teen issues in the Library

Next Board Meeting

October 1, 2007 at 6:30 p.m. in Conference Room A of the Library/City Hall building.

Other business

None

Adjournment

The meeting was adjourned at 7:30 p.m.