



Library Advisory Board

Agenda

Meeting Date: October 1, 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
Liz Myers
John Urban
Colin Woodbury
Vacant (2)

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
	August Monthly Management Report	
	Library News	
	Next Board meeting – 12/03/07	
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	October 1, 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		City Staff Pam North Kristen Switzer	X
Nancy Ellingson Nathan Forster Liz Myers Colin Woodbury Chuck Britton John Urban		Guests Debra Pearce	

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:32 by Chair Chambers. Debra Pearce was introduced as our nearly "new" Board member. Formal approval is expected at the next Council meeting.

Changes to Agenda

None.

Approval of August Minutes

Minutes of the August meeting were approved with a motion by Urban and a second by Ellingson.

Manager's Report

August Monthly Management Report

- Circulation continues to increase with a 10% jump in August.
- 188 new library cards were issued.
- Twenty-two Preschool and Toddler story times (404 children and 248 adults attending).
- Magazine Monday (free magazine giveaway).
- Summer Reading Program concluded... Tom Question performed for approximately 75 participants on August 7.
- We had 890 children sign up for the Summer Reading Program this year and 441 completed! With a near 50% completion rating we are up from 45% last summer.
- Two more volunteers started assisting in shelf-reading and check-in.
- Sheila Knapp successfully completed her PSU practicum with us.
- New WCCLS website (www.wcccls.org) launched on August 15.
- A new method has been introduced and is being evaluated which will reduce the number of times materials are handled between check-in and shelving.
- All-City Staff meeting, August 7.
- Library Staff In-Service Friday, August 17.

Library News

- The Friends of the Library have donated \$2500 to purchase Books on CD.
- Food for Fines Week will be Monday, November 26 through Sunday, December 2
- Holiday Hours will include an early closure (6 p.m.) the day before Thanksgiving, an early closure on Christmas Eve (2 p.m.) an as-yet-undetermined early closure on New Year's Eve. The Library will be closed Thanksgiving, the day after Thanksgiving, Christmas Day and New Years Day.
- Continued discussion on student behaviors in the Library. Henderson suggested the possibility of partnering with the YMCA. North announced that the "no tolerance" policy recently adopted by Library staff seemed to be working well.

Next Board Meeting

December 3, 2007 at 6:30 p.m. in Conference Room A of the Library/City Hall. It was suggested that Board members bring a favorite book to recommend to the next meeting

Other business

None.

Adjournment

The meeting was adjourned at 7:21 p.m.

