



Library Advisory Board

Agenda

Meeting Date: February 4, 2008
Meeting Time: 6:30 PM
Meeting Location: Sherwood Library & City Hall,
Conference Room A

Library Advisory Board

Jan Chambers, Chair

Vacant

Debbi Canepa

Nancy Ellingson

Liz Myers

Debra Pearce

John Urban

Colin Woodbury

Laura 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
	December & January Monthly Management Reports	
	Library News	
	Next Board meeting – 04/07/08	
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 4, 2008 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	X	Pam North	
Nathan Forster		Kristen Switzer	
Liz Myers			
Colin Woodbury		Guests	
Chuck Britton		Debra Pearce	
John Urban			

MEETING NOTES

Roll Call/Introductions

The meeting was called to order at 6:32 by Chair Jan Chambers.

Changes to Agenda

None.

Approval of August Minutes

The December minutes were unobtainable due to the extended absence of the secretary (North).

Manager's Report

December Monthly Management Report

- 5% increase in circulation
- 87 new library patrons registered
- SWOT presentation to City Council (Liz Myers and Nancy Ellingson).
- Holiday hours – Closed at 2:00 p.m. on Christmas Eve and at 5:00 p.m. on New Years Eve. Closed Christmas Day and New Years Day.
- Olivia Cashman hired as Recreation Coordinator / Events & Volunteer Program.
- Kevin Edwards resigned to take the position of Book Library Manager at Oregon College of Art and Craft.
- Ann McGregor resigned to focus on her work with WCCLS Outreach.
- Library Assistants Crystal Garcia and Holly Ramsey have both have taken on additional hours.
- Anne Bell returned and is working PT to help us out as we search for an additional Library Assistant.
- Pam North was out most of December recovering from an injury.

January Monthly Management Report

- 4.5% increase in circulation
- 134 new library patrons registered
- Closed and New Years Day & Martin Luther King Jr. Day.
- Federal and State tax forms available to public.
- Library Staff Meeting 01/25.
- Part-time Library Assistant I interviews held – Position offered.
- Pam North returned to work half-time January 22.

Library News

SWOT presentation

Switzer reported that the presentation went very well and that the new format was much more conducive to good communication and informal questions and answers.

Teen behavior issues

Henderson asked for an update on the issues the staff had been encountering with the teens after school. North reported that there had been little activity and that staff seemed to have a good handle on the situation.

WCCLS Distribution

C. Woodbury asked about the WCCLS distribution for FY08-09. North informed the Board there would be an increase in funds from the County but she was unsure of what level of funding the City would be providing. Board members asked if there was a possibility of adding hours. North indicated the City's budget was in process and she could make no predictions. North said she would e-mail the WCCLS distribution document to the Board following the meeting.

Search tips for holds

Pearce asked for clarification on how items were cataloged in the system and how to place holds when an item appeared more than once. North suggested that by searching the various duplicate titles for their number of holdings and number of holds a patron may be able to find an item with a shorter holds queue.

Next Board Meeting

April 7, 2008 at 6:30 p.m. in Conference Room A of the Library/City Hall.

Other business

Election of Officers

The slate of John Urban as Chairman and Nancy Ellingson as Vice-Chair was put forward in a motion by C. Woodbury. Canepa seconded citing that she would be the Vice-chair in the event Ellingson declined. Urban and Ellingson were approved unanimously. Chambers was thanked for her dedicated service to the Board as Chairman.

Pearce shared an article about a LEGO creation contest and display at a public library and asked if we could do something similar. North's concern was lack of secure display space. Urban asked what the possibility of constructing acrylic display cases on the low shelves would be. Pearce also asked about the possibility of City art or rotating art displays in the Library. Again, North cited lack of wall space and insufficient security. Henderson suggested using the expertise of some of the individuals active in the Cultural Arts Commission or the Westside Cultural Alliance – and the possibility of partnering for displays and concerts. L. Woodbury suggested a high school art student display with the students on hand to discuss their artwork. The conversation moved toward more programming opportunities for children and adults. North would like to bring evening concerts back to the Library – another partnership opportunity. Henderson would take the suggestion to the Cultural Arts Commission to see what they thought about a partnership.

Adjournment

The meeting was adjourned at 7:41 p.m.