



# Library Advisory Board

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## Agenda

**Meeting Date:** April 7, 2008  
**Meeting Time:** 6:30 PM  
**Meeting Location:** Sherwood Library & City Hall,  
Conference Room A

### Library Advisory Board

Jan Chambers

Vacant

Debbi Canepa

Nancy Ellingson

Liz Myers

Debra Pearce

John Urban, Chair

Colin Woodbury

Laura Woodbury, High School  
Representative

### 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	Urban
6:35	Changes to agenda	Urban
6:40	Approval of minutes	Urban
6:45	Manager's Report	North
	February & March Monthly Management Reports	
	Library Business & News	
	Next Board meeting – 06/02/08	
7:15	Other business	Urban
7:30	Adjournment	Urban

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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 7, 2008 6:30 P.M.
<b>LOCATION</b>	Sherwood Library/City Hall
<b>FACILITATOR</b>	John Urban, Board Chair
<b>NOTES TAKEN BY</b>	Pam North

## AGENDA

Items	Person Presenting
1. Roll Call/Introductions	Urban
2. Changes to Agenda	Urban
3. Approval of Minutes	Urban
4. Manager's Report	North
5. Other Business	All
6. Adjournment	Urban
7.	
8.	
9.	

## ATTENDEES

<b>Library Advisory Board</b> John Urban, Chair	<b>Absent</b>	<b>Council Liaison</b> Linda Henderson	<b>Absent</b>
Debbie Canepa Jan Chambers Nancy Ellingson Liz Myers Debra Pearce Colin Woodbury Laura Woodbury		<b>City Staff</b> Pam North	
		<b>Guests</b>	
	X		

## MEETING NOTES

### Roll Call/Introductions

The meeting was called to order at 6:32 by Chair John Urban.

## Changes to Agenda

Henderson requested we add Books on CD under Other Business.

## Approval of Minutes

The February minutes were approved – motion by Canepa, second by Chambers.

## Manager's Report

### February Monthly Management Report

- 10% increase in circulation
- 173 new patrons registered
- Held "Love Your Library" Week from the 11<sup>th</sup> to the 17<sup>th</sup> with bookmarks promoting the volunteer program distributed at check-out all week and heart stickers given to children on the 14<sup>th</sup>.
- Federal and State tax forms available to public.
- Library Staff Meeting 02/29.
- Nancy Spigal started as our new part-time Library Assistant I.

### March Monthly Management Report

- 3% increase in circulation
- 116 new patrons registered
- 03/10 WCCLS Overview Meeting – Eva Calcagno, Pam North, Jim Patterson, Kristen Switzer
- 03/17 Interviews held for three On-Call Library Assistants
- 03/19 Joint WCCLS Executive Board/Policy Group Meeting attended by Pam North and Jim Patterson
- 03/20 Friends of the Library Meeting
- 03/20 Plinkit Training (Library web site) Deana Brown & Pam North
- 03/28 Library Staff Meeting

## Library News

Update on WCCLS Distribution / City Budget Process and reminder of April 22 Budget Committee Meeting

Follow-up on distribution of organizational chart

Arts Follow-Up – Possibility of event done jointly with Arts Commission. Henderson to investigate

Estate Planning Workshop / Saturday May 31

Lloyd McFall, local resident, would like to donate his rock specimen collection to the Library – he is willing to fund the display case (8') that would be required – his wife has visited the Library and suggested we do not have the space – he still wants us to discuss the opportunity – he wants it in a location that children of all ages can view it, so schools are not one of his choices – he would like a couple of Board representatives to come over and see the collection before a decision is made.

Joint Meeting / WCCLS Policy Group and Executive Board – Looking at long-range strategies for assuring sustainable funding for WCCLS libraries. Looking for a consultant to assist. North has been asked to sit on the sub-committee w/Eva Calcagno, Beaverton Mayor Rob Drake, Tualatin City Manager Sherilyn Lombos and Cedar Mill Library Director Peter Leonard.

Next Board Meeting

June 2, 2008 at 6:30 p.m. in Conference Room A of the Library/City Hall.

Other business

Books on CD – Henderson was interested in finding out if the Library was going to be purchasing more Books on CD. North provided a report that showed the Sherwood Library owns 492 titles and, of those, only 170 are in – making the collection appear deceptively smaller than it truly is. The Library has already spent \$2500 on Books on CD this year. All agreed that the Library is doing well in Books on CD purchases.

Adjournment

The meeting was adjourned at 7:58 p.m.