



# Library Advisory Board

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## Agenda

**Meeting Date:** June 2, 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
	April Management Report	
	Library Business & News	
	Next Board meeting – 08/04/08	
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>	June 2, 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> x
Debbie Canepa Jan Chambers Nancy Ellingson Liz Myers Debra Pearce Colin Woodbury Laura Woodbury		<b>City Staff</b> Pam North	
		<b>Guests</b>	

## MEETING NOTES

### Roll Call/Introductions

The meeting was called to order at 6:30 p.m. by Chair John Urban.

### Approval of Minutes

The April minutes were approved – motion by Pearce, second by Chambers.

## Manager's Report

### April Management Report

Circulation increased by 8%

New Library cards - 119

Volunteer hours - 67

Twenty-five Preschool and Toddler story times (546 children / 394 adults)

Three "Read to the Dogs" weekends

Magazine Monday (free magazine giveaway)

Federal and State tax forms available to public

04/07 Library Advisory Board meeting

04/15-16 Pam North attended a Fundraising & Grantsmanship course sponsored by the Public Library Association

04/17-18 Deana Brown, Sue Decker & Jenny Swanson attended the Oregon Library Association/Washington Library Association Conference

04/17 "Hearing Voices" storytelling event with Dorothy Ormes (45 attendees)

04/25 Library Staff Meeting

04/26 Annual Used Book Sale sponsored by the Friends of the Library

Volunteer Recognition Breakfast

### May Management Report

Circulation increased by 12%

New Library cards - 175

Volunteer hours - 93.6

Twenty Preschool and Toddler story times (486 children / 300 adults)

Five "Read to the Dogs" weekends

Magazine Monday (free magazine giveaway)

05/07 Maid Marian Crowning in the Library

05/14-15 & 05/28-29 Pam North attended Supervision 101: Comprehensive Management for the Public Sector sponsored by Oregon Local Leadership Institute

05/17 The Library had a table, brochures and giveaways at the Sherwood Community Services Fair

05/26 Closed for the Memorial Day Holiday

05/30 Library Staff Meeting

05/31 "Estate Planning Essentials for Everyone" Workshop (7 attendees)

### Library News

Juvenile Books with CD's will soon be available in the Children's Area.

Tualatin Library is going to be on-the-move! When we moved during December 2005, Tualatin was gracious enough to allow our patrons to change their pick up location so they could still get their items during the closure. We will be returning the favor and will most likely have a greater number of holds coming in from June 19-July 7/14. Tigard Library will be an alternate site, also.

Jenny and Sue issued our first three patron exclusions.

North met with Steve Emmert, MS Vice Principal - He has assured her that the MS will continue to work with the Library to manage the behavior problems. The Library will be included in Back-To-School nights in August – an opportunity to welcome parents and kids to the Library with the caveat they need to follow the rules. Sixth-graders will receive in-class introductions to using the public library responsibly and Steve will be

following-up on Superintendant Dan Jamison's offer that the Library have a classified school staff member here from 3-5:00 on weekday afternoons. A partnership with the Y and the MS for a homework center, possibly using HS leadership students as peer tutors was discussed.

Summer Reading Program begins on June 1.

Lloyd McFall, local resident, would like to donate his rock specimen collection to the Library. A letter was sent to Mr. McFall on May 20 with an update on where we are at in the decision process. Much discussion with the conclusion being that the Board supports a rotating or fixed collection in the Sherwood schools and hopes that we can follow up with the Middle School with some names to send Mr. McFall as contacts.

At the next Board meeting North hopes to have staff assistance w/minutes.

There are currently two openings for Board members – North will be talking to Library volunteers.

#### Other business

Participation in the Second Saturday Artwalk was discussed.

Councilor Henderson noted the Tualatin Brass may be interested in performing at a "Music in the Stacks" event at the Library.

Outreach services to Seniors were discussed. WCCLS is planning a new brochure soon.

The next Board meeting will be Monday, August 4 at 6:30 p.m.

#### Adjournment

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