



Library Advisory Board

Agenda

Meeting Date: September 8, 2008
Meeting Time: 6:30 PM
Meeting Location: Sherwood Library & City Hall,
Conference Room A

Library Advisory Board

Debbi Canepa
Nancy Ellingson

Liz Myers

Debra Pearce
Diana Stanley
John Urban, Chair
Colin Woodbury
Laura Woodbury, High School
Representative
VACANT

City Staff

Mary Madland, Supervising Librarian
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
	June, July & August Management Reports	
	Library Business & News	
	Next Board meeting – 11/03/08	
7:15	Other business	Urban
7:30	Adjournment	Urban



City of Sherwood Library Advisory Board MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	September 8, 2008 6:30 P.M.
LOCATION	Sherwood Library/City Hall
FACILITATOR	John Urban, Board Chair
NOTES TAKEN BY	Mary Madland

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

Library Advisory Board	Absent	Council Liaison	Absent
John Urban, Chair		Linda Henderson	
Debbie Canepa		City Staff	
Nancy Ellingson	x	Pam North	
Liz Myers		Mary Madland	
Debra Pearce			
Diana Stanley			
Colin Woodbury		Guests	
Laura Woodbury			

MEETING NOTES

Roll Call/Introductions

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

Approval of Minutes

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

Manager's Report

June Management Report

- Circulation increased by 8.7%
- New Library cards - 181
- Volunteer hours – 111.75
- Twenty Preschool and Toddler story times (530 children / 285 adults)
- Three “Read to the Dogs” weekends
- Magazine Monday (free magazine giveaway)
- 06/01 Summer Reading Program sign-ups began
- 06/02 Library Advisory Board Meeting
- 06/17 SRP event – Reptile Man
- 06/24 SRP event – Richard Glauber’s “Music in Action{
- 06/30 Supervising Librarian, Deana Brown’s last day. Deana is the new Librarian at Everest College in Portland.
- Self-check transactions accounted for slightly over 18% of our total check outs in June.

July Management Report

- Circulation increased by 10%
- New Library cards - 152
- Volunteer hours – 150.5
- Twenty-five Preschool and Toddler story times (580 children / 348 adults)
- Two “Read to the Dogs” weekends
- Magazine Monday (free magazine giveaway)
- Library’s new website launched – www.sherwood.plinkit.org
- 07/01 SRP event – Penny’s Puppets
- 07/08 SRP event – Hay Carumba, storytellers
- 07/15 SRP event – Greda Pedersen, “Don’t Bug Me, I’m Reading”
- 07/22 SRP event – Christopher Leebrick, storyteller
- 07/29 SRP event – Cinda Tilger as “Mother Seuss”
- Summer Reading signups far exceeding previous years – 1350 signups /50% completed
- Envisionware time management system installed on Library’s public Internet PC’s-two new PC’s added.

August Management Report

- No circulation increase
- New Library Cards 144
- Volunteer Hours 159 (23 volunteers)
- Ten Preschool and Toddler story times (Teresa on vacation for two weeks)
- Magazine Monday (free magazine giveaway)
- 08/05 SRP event – Tom Question
- Summer Reading Program signups far exceeded previous years.
- Jenny Swanson promoted to Supervising Librarian/Public Services
- Crystal Garcia and Holly Ramsey’s (Library Assistant I’s) hours increased to full-time
- Heather Eldred promoted to Library Assistant I /Technical Services
- Anne Bell returns as part-time Library Assistant I
- Interviews for remaining part-time Library Assistant I held on August 27

- Staff picks "Read2YourPet" photo and book display well-received
- Volunteer Coordinator Olivia Cashman has begun the process to recruit and train shelving volunteers
- Friends of the Library Book Sale cart debuts in the Library

Library News

Read to the Dogs participation seems to be on the wane. One of the teams will no longer be participating. We are working with Dove Lewis to recruit a new team

Summer Reading Program was great! 1350 sign-ups/near 50% completion rate. We are considering holding events next year at Snyder Park. Pearce asked if we could bring a mobile library to Snyder Park. North said no, it would not be possible to do remote check-out.

Implementation of Envisionware software going well. Free printing will be discontinued on 09/15/08, following WCCLS County-wide policy. Patrons had been allowed 5 free pages in the past. Also, the new software makes this cumbersome for staff. Staff may allow on case by case basis.

City Manager Ross Schultz retired and Jim Patterson is the new City Manager. He has been involved in Executive Board meetings. Henderson suggested we invite Patterson to a LAB meeting. He has been very supportive, especially regarding teen issues in the Library.

The Library has partnered with the YMCA to host Homework Club every Tuesday and Thursday. This is funded by the YMCA, they provide an instructor and will recruit honor students to assist as well.

The week of September 15th we will be adding Baby Time storytime on Thursdays.

Sherwood now has one copy of each of the Cultural Passes available. WCCLS provided funding for the cultural passes this year which allowed us to add those passes we previously didn't have.

New version of Polaris is coming; probably sometime in March 2009.

WCCLS has hired a consultant to work on strategic planning. They will meet with the Executive Board and Policy Group in November and will focus groups around the County early in 2009 to gather information to assist in their recommendations.

Colin Woodbury asked about the formula and property tax/assessed value/service area. North will check on current numbers.

North advised that Liz Myers has served the maximum of two 4-year terms. She is not eligible to re-apply without a one year break. Debbie Canepa's and Debra Pearce's terms are expiring. They are both eligible for another 4-year term. Both verbally requested reappointment. In February Colin Woodbury's 2nd 4-year term expires and Nancy Ellingson's first 4-year term expires. North will be talking to volunteers about possible interest in serving on the Board.

The McFall rock collection donation was discussed. North needs contact person at schools so she can send letter to Mr. McFall advising him who to contact about donating

his collection for use in the Sherwood schools. Henderson will check and provide contact person info.

Other business

Colin Woodbury asked about Executive Board minutes. North didn't recall anything exciting. Colin wanted to know if the meetings were open meetings. North will check and advise.

Pearce asked about the YA book reconsideration. Forms were made available for patron, but haven't been picked up. The title in question is "Nick and Nora's Ultimate Playlist." Title is cataloged as YA in all Wash Co. libraries. Issue arose as a result of an 11 year old choosing this title as a Summer Reading reward book. Next year the YA titles will be kept on a separate cart.

Pearce asked about art in the library. North advised we will have the Oregon Reads/"Apples to Oregon" presentation in February and in April we will have Hearing Voices. Henderson working on proposal with Sherwood Foundation for the Arts to bring combination art/music events to the library. The music part could be provided by local musicians, the art part by local students' art projects or local artists. Possibly 2-3 times a year. Reception-type format with light refreshments possible. Library would host, Foundation would cover expenses. Friends/Board members/volunteers could also assist. North suggested Thursdays in November/ January/ March. Henderson will check with Foundation. North will check with City. Laura Woodbury noted that the art department at the High School would be moving to their new facility sometime this school year.

The next Board meeting will be Monday, November 3, 2008 at 6:30 p.m.

Adjournment

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