



Library Advisory Board

Agenda

Meeting Date: November 3, 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
	September & October Management Reports	
	Library Business & News	
	Next Board meeting – 01/05/09	
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	November 3, 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	x	City Staff	
Nancy Ellingson		Pam North	
Liz Myers		Mary Madland	
Debra Pearce		Kristen Switzer	
Diana Stanley			
Colin Woodbury		Guests	
Laura Woodbury	x		

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 C. Woodbury second by Myers.

Manager's Report

September Management Report

Circulation increased by 9%

New Library cards - 155

Volunteer hours – 125 (19 volunteers)

Twenty-four Baby, Preschool and Toddler story times (648 children / 389 adults)

Introduction of Baby Time storytimes on Thursdays at 11:00 a.m.

“Read to the Dogs” weekends/due to loss of 1 team now occurring on alternate Saturdays

Magazine Monday (free magazine giveaway)

Library Closed for Labor Day Holiday

09/04 YMCA Homework Club introduces new site at the library on Tuesday and Thursday afternoons.

09/15 In accordance with WCCLS policy, Sherwood no longer offers five free printed pages per patron per day. Pages now cost 10 cents each. No backlash from this change.

Pinn Crawford hired as part-time Library Assistant I-she is currently enrolled in the Emporia program.

Jan Withee returns as part-time Library Page.

09/25 WCCLS Policy Group holds annual meeting at Sherwood Library

Pam North elected Vice-Chair/Chair Elect of the WCCLS Policy Group.

09/27 Banned Books Week is recognized with a small book display, bookmarks and buttons.

October Management Report

Circ stats were not correct. Pam will e-mail report to everyone when correct stats are available.

175 new library cards

147 Volunteer hours

Over 600 children attended Baby, Preschool and Toddler storytimes.

Several classroom visits/Cub Scout visits/St. Francis has regular classes visit the library every other Friday with a specific project each week.

We can do tours, OPAC instruction, finding materials for class projects, no storytimes and we do suggest groups call in advance.

Three Circulation staff members attended Customer Service training and will share information at next staff meeting.

Library News

SWOT (Strengths, Weaknesses, Opportunities, Threats)

The annual presentation to council is set for Tuesday December 16th at 6:00 p.m.

Dinner is provided. North asked for volunteers from board to make the presentation.

Chairman Urban volunteered. All are invited.

Art and Music in the Library

In partnership with the Sherwood Foundation for the Arts the Tualatin Brass is scheduled to perform holiday music in the Library on December 18th at 7:00 p.m. On January 15th

A-WOL Dance Cooperative is tentatively scheduled. Investigation into feasibility is ongoing. March 12th the Sherwood High School Jazz Band may perform and the high school students will have an Art Show. The possibility of an art show for local artists is in the works for May.

Budget

The library will remain status quo for staff and hours for the next fiscal year. Volunteers are helping immensely, allowing staff to do more.

2009-2010 will be the next Library Levy or option. Henderson asked about Wilsonville. Wilsonville is part of Clackamas County. They will be voting on the creation of a library district on November 4th (it passed) which would give them separate dedicated funding and will require a new structure. C. Woodbury commented that the issue of a library district has come up in Washington County as well.

On November 19, Consensus (the strategic planning consultants) will meet with the Policy Group and Executive Board (City Managers). There will also be follow up meetings at individual libraries.

On November 12 there will be a data mapping presentation by CivicTechnologies through WCCLS. North and Switzer will be attending. It may give us the information regarding the formula/property tax/assessed value/service area that C. Woodbury asked about at the September meeting.

North will be attending the Public Library Directors statewide meeting on November 17.

The next Board meeting will be Monday, January 5th, 2009 at 6:30 p.m.

Other Business

Henderson had an update on the McFall Rock Collection. The Science Department at Sherwood HS wants the collection. North/Henderson will contact Mr. McFall and get him in touch with Lance Thurmond at the HS.

Urban stated that Cedar Mill Library had obtained a grant from the Gates Foundation and wanted to know if Sherwood PL had participated in the grant process. North advised she thought Sherwood was not qualified but would check into it.

Ellingson had a question about a mom with two kids taking up three computers when the kids were just playing games on the computers and other people were waiting. Pearce asked if we could set up a couple computers just for kids with some games on them. North will check.

Ellingson had a question about the print balance in the new Envisionware software and about the five minute time limit to get on to a computer once your reservation comes up. Is there a receipt printed so you know when and which computer? North will check. Ellingson said overall the new Envisionware reservation system is a positive improvement.

There was a discussion about the partnership with the YMCA and the teen situation. Things appear to have improved so far this year. A few students have been excluded for a day, but the situation is much improved.

Ellingson asked if we had the new book about Robert F. Kennedy, The Last Campaign by Thurston Clarke. Sherwood does own a copy.

Pearce asked about the limit of five per family on DVD's. That was set back when we only had a small shelf of DVD's. North with look into this and see what other libraries are doing. The Board will revisit this in January and may revise policy.

Pearce asked how the Friends of the Library book cart is doing. It's doing great.

A question was asked about the annual book sale. Myers advised it is always the last Saturday in April. Donations are accepted all year. Textbooks are excluded primarily because they don't sell and have to be disposed of after the sale. The last couple years Goodwill has taken the items left from the sale.

Ellingson asked about her term on the board. She is eligible to serve a second term. She volunteered to continue for a second term.

There are currently two vacancies and the openings have been published in the newsletter.

C. Woodbury asked about the Sherwood Library Foundation. It is currently "slumbering peacefully." The purpose was to provide funds for the Library and it started with the plans for the new building. The Foundation is still viable, but inactive.

Adjournment

Woodbury made a motion to adjourn the meeting and the motion was seconded by Pearce. The meeting was adjourned at 7:25 p.m.