

Sherwood Library Advisory Board Meeting

Monday, October 3, 2005 - 6:00 p.m.
Sherwood Police Facility

6:00	Roll Call	Woodbury
6:05	Changes to agenda	Woodbury
6:10	Approval of minutes	Woodbury
6:15	Director's Report Representation at Council meetings WCCLS Update	Roseberry
6:25	Building Report	Chambers
6:35	Other business	
6:45	Adjournment	

MEETING MINUTES

MEETING TITLE	City of Sherwood Library Advisory Board
DATE & TIME	October 3 rd , 2005 6:00 PM
LOCATION	Sherwood Police Facility
FACILITATOR	Colin Woodbury
NOTES TAKEN BY	Andrea D. Hobi

AGENDA

Agenda Items	Person Presenting	Time
1. Roll Call	Colin Woodbury	x
2. Changes to Agenda	Colin Woodbury	x
3. Approval of Minutes	Colin Woodbury	x
4. Director's Report	Pam North	x
5. RFP Responses	Ann Roseberry	X
6. Representation at Council Meetings	Ann Roseberry	x
7. WCCLS Update	Ann Roseberry	x
8. Library Foundation Board	Ann Roseberry	X
9. SWOT Presentation	Ann Roseberry	X
10. Other Business		x
11. Adjournment		7:05 PM

ATTENDEES

Library Advisory Board	Absent	Council Liaison	Absent
Andrea Hackett		Linda Henderson	
Jan Chambers			
Debbie Canepa		City Staff	
Holly Robinson		Pam North	
Phyllis Chaney		Ann Roseberry	
Liz Myers		Andrea D. Hobi	
Colin Woodbury			
Chuck Britton	x	Guests	
John Urban	x		

MEETING NOTES

- Directors Report (Pam North)
 - Check in is down 2% due to size of building limitations.
 - Check out is at 5% which is a great gain.

- There were 115 new card members in one month.
- The Washington County contracted collection agency has recouped over 78% of the materials or money due to the library.
- The keys will be turned over on November 28th, 2005. The interior will be completed, and the tentative move in date is around the first of January.
- They are going to do the "commissioning" prior to the mural being placed. The hope is to have the library moved the 3rd week of December. This is a good week because there is a 25% drop.
- The moving company is looking to move the Library and City Hall in one day.
- The issue of wireless internet access was brought up. The consensus was that there would be more to come on this issue in the future.

2. RFP Responses

- There were no responses to the RFP. The sesame donut company is looking to make a proposal to enter the library. They will have to go through a citizen committee and then to Council. There would be no onsite baking. The company is looking at bringing pastry and sandwiches.

3. Representation at Council

- November 1st, 2005 at 7:00 PM Ann Roseberry has asked for a volunteer. Andrea Hackett will be available. There is no representation needed on the October 4th, 2005 Council meeting.

4. WCCLS Update

- Anne is doing a brief presentation to lead in for Council resolution. The presentation involves the new model which is moving towards an Executive Board to replace the existing Cooperative Library Advisory Board. Colin has requested the meeting minutes.

5. Library Foundation Board

- October 3rd, 2005 at 7:00 PM in the Sherwood Police Facility. They are working on an "invitation only" open house at the library.

6. SWOT Presentation

- November 15th, 2005 at Council. There was discussion on the new building, and how it will be maintained with the same number of staff. These issues will be presented in the SWOT.

7. Other Business

- The library tours will tentatively be scheduled for one day a week in order to keep down the drop in tours.
- There were additional comments about creating a more intense volunteer program.

ACTION ITEMS

Action Item	Person Responsible	Due Date
No Report.		