

Sherwood Library Advisory Board Meeting

Monday, December 5, 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 Board Openings Representation at Council meetings WCCLS Update	Roseberry
6:25	Building Report	Chambers
6:35	Other business Internet Policy Update	North
6:45	Adjournment	



City of Sherwood Library Advisory Board

MEETING NOTES

MEETING TITLE	Library Advisory Board
DATE & TIME	12.05.2005 - 6:00 PM
LOCATION	Sherwood Police Station
FACILITATOR	Colin Woodbury
NOTES TAKEN BY	Andrea Hobi

AGENDA

Agenda Item	Person Presenting
1. Roll Call	Colin Woodbury
2. Changes to Agenda	Colin Woodbury
3. Approval of Minutes	Colin Woodbury
4. Directors Report	Ann Roseberry
5. Board Openings	Ann Roseberry
6. Representation at Council Meetings	Ann Roseberry
7. WCCLS Update	Ann Roseberry
8. Building Report	Jan Chambers
9. Other Business	Ann Roseberry
10. Internet Policy Update	Ann Roseberry
11. Adjourn	7:00 PM

ATTENDEES

Name of Board or Group	Council Liaison
X Andrea Hackett	
X Jan Chambers	X Linda Henderson
Debbie Canepa	City Staff
X Holly Robinson	X Ann Roseberry
Phyllis Chaney	
X Liz Myers	Guests
X Colin Woodbury	Dave Heironimus
X Chuck Britton	
John Urban	

MEETING NOTES

1. Roll Call
2. Changes to Agenda
3. Approval of Minutes
 - a. Approval of November 2005 meeting minutes.
 - i. Jan Chambers motioned to approve the November 2005 minutes. Chuck Britton seconded. All in favor, motion passed.
4. Directors Report
 - a. Colin Woodbury and Phylis Chaney Library Advisory Board terms expire in January. There will be an ad sometime in January, and interviews between January 15th and the February regular Library Advisory Board meeting.
5. Representation at Council- There is currently no need, however, Ann will advise if something changes.
6. January Meeting- There will be a January meeting at the new civic building at 6:00 PM.
7. WCCLS Update- CLAB is gone. Pam is taking over the Library Directors Board meetings. This is the Board that will have more decision making power than it had before. The Executive Committee is the City Managers of Washington County. Ann Roseberry will be sitting on this committee which is the next step of changing the governance developing baseline standards. It is asking the question "what does it take to be a library", and how much the library contributes to its own support. There are 5 of the 12 contracting libraries live on the counties. The other municipalities contribute about 50%. This will lead to an examination of how much goes to the county for the administration of the coop. There is still work left to do on it. There is an imbalance in the sharing relationship with these libraries.
8. Building Report- (Jan Chambers) The building is so close to being ready to put the books in. The blinds, shelves, and lighting are up. Gene Walker did a walk through of the building and did not issue a Certificate of Occupancy, however, it is small corrections. There will be time to fill in the small details while Gene is out of town next week. The IT team will be working around the clock to get the building finished. The children's mural is completed. There should be regular hours by the second week of January depending on the lighting issues. Colin asked if they needed volunteers for the library. On Friday the 16th they will pack all of the items that are not the library collection. On Monday the 19th, the movers will cover the books on carts and put them on the shelves. In addition to being sure things are where they belong, they are spreading the books out more. They are moving about 22,000 items, about 20,000 of those are books. There have been a lot of questions regarding the library furniture that is at the current library. They will re-open on Tuesday December 27th. There is a tentative official opening on January 14th.
 - a. Council was supposed to talk about naming of the building, but that will be something that they go over at the next City Council meeting. The naming

issue is what verbiage will be going on the monument signs in the front and back of the building.

9. Other Business-

- a. Any questions or concerns about the revised Internet policy? The idea is not to have any specific policy. The sign up was eliminated for 18 and younger because it seemed to no longer be necessary. In addition, Pam has some concerns to streamline operations. This policy was pulled mostly from the City of Tigard. The critical thing is that staff is comfortable with it. Jan Chambers wondered why the new one does not have any guidelines. Ann Roseberry replied that these are all still in effect. The Washington County print manager and filtering program will start at the beginning of the year. The reason that we have not had trouble at Sherwood, those internet terminals are 5 feet away from the front desk.
- b. Other Business- Linda Henderson's neighbor had a library card stolen and used at a library in Hillsboro. The neighbor had to report the card to the Police and spend \$15.00 for filing the report. Ann will follow up with this issue.
- c. Dave Heironimus- Dave asked if the library board was going to make any formal recommendation for the retail space at the new civic building. The decision on the retail space would have to go to SURPAC. Ann reported to the Council to get more details before drawing any conclusions. More information will come
- d. Colin Woodbury would like the Board to start thinking about a new chairperson.

ACTION ITEMS		
Action Item	Person Responsible	Due Date