

Meeting Agenda



MEETING TITLE: Sherwood Library Advisory Board

DATE & TIME: Wednesday, May 19, 4:00 p.m., 2021

LOCATION: Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

ATTENDEES:

Library Advisory Board members (4 year terms)	Position #	Term Expiration
Vishwas Setty	1	6/30/2023
Randy Mifflin (Chair)	2	6/30/2021
Melanie Dobson	3	6/30/2023
Fritz Kaliszewski (Rural Rep)	4	6/30/2024
Jane Vankuren (Vice Chair)	5	6/30/2024
Steven Remsen	6	6/30/2023
Dani Sticka	7	6/30/2025
Lily Fairman (High School Rep)	8	6/30/2023
Vacant	9	6/30/2023

Liaisons	
Renee Brouse	City Councilor
Doug Scott (Alternate)	City Councilor
Adrienne Doman Calkins	Library Manager
Crystal Garcia (Secretary)	Librarian II

Guests
N/A

AGENDA:

- 4:00 Call to Order/Roll Call (Mifflin)
 Changes to Agenda
 Approval of [April 21, 2021 minutes](#)
- 4:10 Library Updates (Doman Calkins)
 Express Services
 Mask Guidelines
 Reopening Plans
 User Survey
 Summer Reading

4:30	A moment of silence for the suffering of this time	(Doman Calkins)
4:35	Strategic Focusing Updates	(Doman Calkins)
4:45	OLA Conference sharing Highlights for attendees Ideas to bring into our work?	(All)
5:05	Recruitment / Reappointment Process Chair / Vice-Chair	(Doman Calkins)
5:15	Council Updates / Questions for Councilor Brouse	(Brouse)
5:25	Other Business / Public comment	(Mifflin)

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to domancalkinsa@sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.

5:30	Adjourn	(Mifflin)
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Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Wednesday, May 19, 2021, 4:00 p.m.

LOCATION: Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

FACILITATOR: Randy Mifflin, Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: July 21, 2021

ATTENDEES:

Library Advisory Board

Randy Mifflin (6/30/2021), Chair

Jane Vankuren (6/30/2024), Vice Chair

Melanie Dobson (6/30/2023)

Elizabeth "Fritz" Kaliszewski (6/30/2024),
Rural rep.

Lily Fairman, High School rep. (6/30/2023)

Steven Remsen (6/30/2023)

Vishwas Setty (6/30/2023)

Dani Sticka (6/30/2025)

Vacant (6/30/2023)

Council Liaison

Renee Brouse, City Councilor

City Staff

Adrienne Doman Calkins, Library Manager

Crystal Garcia, Librarian II, Secretary

AGENDA:

1. Call to Order/Roll Call/Introductions (Mifflin)
Changes to the Agenda
Approval of April 21, 2021 meeting minutes
2. Library Updates (Doman Calkins)
 - Express Services
 - Mask Guidelines
 - Reopening Plans
 - User Survey
 - Summer Reading
3. A moment of silence for the suffering of this time (Doman Calkins)
4. Strategic Focusing Updates (Doman Calkins)
5. OLA Conference sharing (All)
Highlights for attendees
Ideas to bring into our work?
6. Recruitment / Reappointment Process (Doman Calkins)

7. Council Updates / Questions for Councilor Brouse (Brouse)
8. Other Business / Public comment (Mifflin)
Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to domancalkinsa@sherwoodoregon.gov. To be included in the record for this meeting, the email Guests TBD Page 2 of 2 must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.
9. Adjourn (Mifflin)

MEETING NOTES:

Call to Order/Roll Call/Changes to Agenda/Approval of minutes

The meeting was called to order at 4:00 p.m. by Chair Randy Mifflin. There were no changes to the agenda.

Fritz Kaliszewski moved to approve the April 21, 2021, minutes. Jane Vankuren seconded, and the motion was approved unanimously.

Library Updates

Adrienne Doman Calkins shared the following updates:

- Express Services continues to be successful. Washington County will likely be going into the “low risk” category soon. Rather than using additional staff time to check the vaccination status of each visitor, the library will continue to require masks. The goal moving forward is to decrease curbside usage and increase open hours. After increasing open hours the furniture will be moved back onto the library floor and the 30 minute time limit will be eliminated.
- Programs will continue to be presented virtually. There will be three in-person youth programs happening outdoors this summer with limited capacity. Assuming the county remains in “low risk” in-person programs may resume in the fall.
- The English language user survey is complete and will be open to the public soon. Doman Calkins has made the changes discussed at the last Board meeting. The user survey has been submitted for Spanish translation and will be available shortly.
- Both youth and adult Summer Reading Programs are beginning June 1st. Participants will be able to browse and select their own incentive book, as opposed to last year when books were simply handed out. Weekly STEM and craft activities will be available for kids and teens throughout the summer. Bilingual Storytime in the Park will be back at Stella Olsen Park this year and will include story walk activities and a free lunch. Adults are encouraged to submit book reviews—each book review enters participants into drawings for gift cards and grand prize “book lover’s” baskets.

A moment of silence for the suffering of this time

Doman Calkins and the Board recognized a moment of silence for the suffering of this time.

Doman Calkins thanked the Board members for their continued service and support of library.

Strategic Focusing Updates

Doman Calkins shared the updated strategic planning document. The four main priorities are: Reopening, Technology, Equity, and Strategic Planning & Community Engagement. The goal is for this strategic plan to have a short cycle and take the Library through the end of the calendar year. Librarian staff are spending a lot of time discussing programming and making decisions about what in-person programs will return. Librarian staff are in discussion about how to prioritize services for the most underserved community members. Library staff is also working on increasing access to technology, specifically public computer access and access to mobile hotspots.

OLA Conference sharing / Highlights for attendees / Ideas to bring into our work?

Melanie Dobson shared that she attended an OLA session on data storytelling and a session on legal advice and the library. Jane Vankuren shared that she had a good experience with the Whova app in which the OLA Conference was presented. Vankuren asked about the acronym DEI vs. EDI, the latter of which was used more commonly at the conference. Doman Calkins explained that DEI was an earlier term and the shift to EDI was meant to put “equity” first. The two acronyms are used interchangeably. The Library continues to use DEI to remain consistent with language used in our Diversity Statement. Doman Calkins shared that access to the OLA Conference sessions will be available through the end of August.

Recruitment / Reappointment Process

Chair / Vice-Chair

Doman Calkins shared the role and responsibilities of both the Chair and Vice-Chair positions.

Vankuren nominated Dobson to serve as Chair. Fritz Kaliszewski seconded. The Board unanimously approved Dobson to serve as Chair.

Dobson nominated Randy Mifflin for Vice-Chair. Vankuren seconded. The Board unanimously approved Mifflin to serve as Vice-Chair.

Next Meeting

The next meeting will take place on July 21, 2021, at 4pm.

Meeting adjourned at 5:05 pm by Chair Mifflin.

Respectfully submitted,

Crystal Garcia