

Meeting Agenda



MEETING TITLE: Sherwood Library Advisory Board

DATE & TIME: Wednesday, March 17, 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
Elizabeth "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
TBD

AGENDA:

- 4:00 Call to Order/Roll Call (Mifflin)
Changes to Agenda
Approval of [February 17, 2021 minutes](#)
- 4:10 Library Updates (Doman Calkins)
- Current services / upcoming events
 - Reopening plans
 - Budget process
 - Behavior policy
 - OLA Conference
 - National Library Week & User Survey

4:30	Strategic Focusing with reopening shift Review of progress and plans	(Doman Calkins)
4:45	User Survey draft review	(Doman Calkins)
5:15	Council updates / questions for Councilor Brouse	(Brouse)
5:25	Other business / public comment	(Mifflin)
	<i>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.</i>	
5:30	Adjourn	(Mifflin)

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Wednesday, March 17, 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: Jane Vankuren, Vice Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: April 21, 2021

ATTENDEES:

Library Advisory Board

Randy Mifflin (6/30/2021), Chair – absent

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 (Vankuren)
Changes to the Agenda
Approval of January 20, 2021 meeting minutes
2. Library Updates (Doman Calkins)
 - Current services / upcoming events
 - Reopening plans
 - Budget process
 - Behavior policy
 - OLA Conference
 - National Library Week & User Survey
3. Strategic Focusing / Review of progress and plans (Doman Calkins)
4. User Survey draft review (Doman Calkins)
5. Council Updates / Questions for Councilor Brouse (Brouse)

6. Other Business/Public Comment (Vankuren)
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.
7. Adjourn (Vankuren)

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 Vice Chair Jane Vankuren. There were no changes to the agenda.

Fritze Kaliszewski moved to approve the March, 17, 2021, minutes. Steve Remsen seconded, and the motion was approved unanimously.

Library Updates

Adrienne Doman Calkins shared the following updates:

- Curbside services continue. The library has begun offering computer use by appointments. These appointments take place in the Community Meeting Room on Chromebooks. Computer appointments in the library will be the next step.
- The annual Six Word Story Contest is coming up, this is the library's seventh year offering the contest.
- Preparations are being made for the Summer Reading Program. The program will include book giveaways and grab-and-go craft kits. We are hoping to have a physical presence in the community this year, bilingual storytime will once again be happening in the park.
- Staff are working to prep the library for express in-person services. Board members, Friends of the Library, and volunteers will be invited to attend special previews days and offer feedback about the library space and the express browsing experience. The preview days are a trial run intended to help staff fine tune procedures before opening to the general public. When the library does reopen, only a limited number of patrons will be allowed in the building at any given time.
- The City's budget process will be happening in May. At this time it is unknown if the meetings will be held virtually or in-person. Doman Calkins reminded the Board that the Library's funding comes predominantly from WCCLS, and shared that the funding from WCCLS is expected to be status quo this year.
- Doman Calkins will be bringing an updated Behavioral Policy before the Board. The updated policy will include a detailed enforcement section.
- Doman Calkins reminded the Board the OLA Conference is coming up in April and Board members have the opportunity to attend. The Conference will be virtual and registrants will be given access to session recordings if they are not able to attend live.

- The user survey will be promoted during National Library Week. Lily Fairman offered to work with her contacts at Sherwood High School to announce and promote National Library Week to students.

Strategic Focusing with Reopening Shift / Review of progress and plans

Doman Calkins reviewed a draft of the user survey. Board members shared that the survey felt long, and appreciated that the most important questions were at the beginning of the survey. The Board discussed each question and offered edits. Doman Calkins will make the edits and submit the survey for translation into Spanish.

Doman Calkins shared that the current strategic focusing document is a bit outdated. The Board was in agreement that this document should be revisited and possibly updated at next month's meeting.

Council Updates

Councilor Brouse shared the following City Council updates:

- City Council reviewed the Community Enhancement Grant applications and decided on awardees.
- Council adopted the Brookman Concept Plan.
- The Senior Center will be acquiring a van to help extend services for seniors. The van will be purchased thanks to the Community Enhancement Grant.
- Budget meetings will be happening in May.
- Council had a successful goal setting session. Councilor Garland and Councilor Brouse will be working on a diversity, equity, and inclusion statement for the City.

Other Business

Melanie Dobson asked if the library had received any public comment regarding the recent controversy surrounding Dr. Seuss books. Doman Calkins shared that no public comments have been received. Doman Calkins also shared that the library has three copies of the books that have been taken out of publication and will not be removing these books from the collection. These books will most likely be weeded from the collection based on condition, at which point purchasing replacements will not be an option as they are no longer in print.

Next Meeting

The next meeting will take place on April 21, 2021 at 4:00pm.

Meeting adjourned at 5:24pm by Vice Chair Vankuren.

Respectfully submitted,

Crystal Garcia