

Meeting Agenda



MEETING TITLE: Sherwood Library Advisory Board

DATE & TIME: Wednesday, January 20, 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/Introductions (Mifflin)
Changes to Agenda
Approval of [December 16, 2020 minutes](#)

4:10 Library Updates (Doman Calkins)

- Grant updates
- Current services
- Fines and Fees changes
- Library operations plans

4:30	Strategic Focusing Review of progress and plans	(Doman Calkins)
4:45	SWOT Final Review for City Council	(Doman Calkins)
5:00	Library User Survey for 2021, discussion	(Doman Calkins)
5:15	Council Updates / Questions for Councilor Brouse	(Brouse)
5:25	Other Business / Public Comment <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>	(Mifflin)
5:30	Adjourn	(Mifflin)

Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Wednesday, January 20, 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 & Jane Vankuren, Vice-Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: February 20, 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 December 16, 2020 meeting minutes
2. Library Updates (Doman Calkins)
 - Grant updates
 - Current services
 - Fines and Fees changes
 - Library operations updates
3. Strategic Focusing / Review of staff input for progress (Doman Calkins)
4. SWOT Final Review for City Council
5. Library User Survey for 2021, discussion (Doman Calkins)
6. Council Updates / Questions for Councilor Brouse (Brouse)

7. 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.
8. Adjourn (Mifflin)

MEETING NOTES:

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

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

Melanie Dobson moved to approve the December 16, 2020, minutes. Fritz Kaliszewski seconded, and the motion was approved unanimously.

Library Updates

Adrienne Doman Calkins shared the following updates:

- Youth Services Librarian, Jaime Thoreson, applied for and received a grant from the Cultural Coalition of Washington County to present a “social justice storytime” series.
- Curbside service continues to be offered six days a week, Mon-Sat, 10am-5pm. The book bundles at curbside continue to be popular and are helping bolster checkouts of physical items.
- Work on the Chromebook/hotspot kits is ongoing, and these kits are getting closer to circulating.
- Announcements about the elimination of overdue fees will be coming soon from WCCLS. WCCLS will be communicating directly with patrons regarding this change.
- The reopening plan is still to reopen gradually and in accordance with official guidelines. First steps will be to prioritize computer use by appointment only.

The Board discussed the Chair and Vice-Chair positions. Approximately a year and half ago the City of Sherwood updated the municipal code regarding board & commissions which changed the timing of Chair and Vice-Chair nominations and appointments to the beginning of the fiscal year in July. The Board agreed to have Chair Randy Mifflin continue serving as Chair until July, at which time Chair nominations will be open.

Strategic Focusing / Review of staff input and progress

Doman Calkins shared that the Library and City are in discussion regarding finding creative solutions to better serve citizens with limited internet access. The library is continuing to reach out and building connections with the Senior Center and area assisted living facilities. Councilor Renee Brouse suggested that the Library Advisory Board and the new Margorie Senior Community Center Board have a joint meeting to discuss services and build connections between

the two groups. There was general consensus that the Library should continue prioritizing work that supports and reaches out to seniors who may be feeling increased isolation during Covid.

SWOT Final Review for City Council

Doman Calkins shared the final draft of the SWOT document that will be submitted to City Council. Doman Calkins highlighted additions and changes to the document gathered from Board feedback at the December 2020 meeting. The final SWOT document will be submitted to City Council and will be included in the packet for the City Council goal-setting session on February 20, 2021.

Library User Survey for 2021, discussion

Doman Calkins shared that the Library is considering doing a user survey in the next few months. Doman Calkins noted that other libraries are starting to move forward with their annual user surveys as well. The Board is in support of moving forward with a user survey and will discuss the survey further at the February 2021 meeting.

Council Updates

Councilor Brouse shared the following City Council updates:

- Brouse will continue to serve as Council liaison to the Library Advisory Board.
- The Council spend several hours discussion a planned unit development on Oregon Street that will be moving forward.
- Council will be voting on the Parks Master Plan shortly.
- Council goal-setting session will take place on February 20, 2021.
- Applications are being accepted for the Community Enhancement Grant.

Other Business

Jane Vankuren shared that she watched some of the other City board and commission meetings on YouTube and was impressed by how the meetings are run and gave kudos to Doman Calkins for being so well prepared and running organized meetings.

Next Meeting

The next meeting will take place on February 17, 2021 at 4:00pm.

Meeting adjourned at 5:22pm by Vice-Chair Vankuren.

Respectfully submitted,

Crystal Garcia



2020 Annual Boards & Commissions Report to City Council – SWOT

Library Advisory Board

City Council Work Session – TIME

DATE

LOCATION OR VIRTUAL

Strengths

- **Adaptability & resiliency**—Quick pivot to online-only services and added curbside services prioritizing staff and public safety during the COVID-19 pandemic. Several new board members started their terms during the pandemic and the board helped frame new priorities for services.
- **Community support & investment**—The levy for countywide public library services through Washington County Cooperative Library Services, Measure 34-297, passed by 68.5% on May 19, 2020, renewing a five-year levy at the same fixed rate of \$0.22 per \$1,000 of assessed value. The levy will provide about 40% of WCCLS funding to maintain current levels of countywide library services. Board members advised on voter education and local planning.
- **Strategic Planning**—Developed shorter-term Strategic Focusing areas to guide 2020-2021.
- **Resources**—Board members advise on communicating the value and availability of resources.
- **Leadership & DEI**—Board members bring professional skills and valuable community representation to the table and have helped amplify the voices of library staff and patron requests and needs.

Weaknesses

- **Closure of the facility**—The library building has been closed since mid-March, 2020, due to the pandemic. Not all needs are being met with curbside or virtual services and many of the most vulnerable and underserved are hardest hit.
- **Obstacles to services**—Curbside hours are limited. It is difficult for some residents to travel to the building. This is especially true for youth and seniors. Public transportation options are inadequate. Not all community members have the internet access needed to use virtual services.
- **Lack of community feedback**—Patron interaction is limited. The 2020 User Survey was postponed.
- **Lack of space**—The Library building had reached capacity before the pandemic for the collection, staff and programming, and lacks frequently-requested services such as private study rooms, public meeting spaces, and dedicated quiet areas.
- **Limited capacity**—Staff time to support board initiatives is reduced during the pandemic.
- **Lack of diverse perspectives**—Traditional user surveys and strategic planning processes do not provide diverse community input. Diversity on staff and the Board is limited.

Opportunities

- **New data**—Conduct a user survey. Results from that, along with the 2020 Census will bring new understanding to the community we serve and impact of library services.

- **Expand internet access options**—Advocate for more internet access and stronger Wi-Fi outside of the library.
- **Welcome back the public & volunteers**—Advise on community engagement about reopening the building and offering in-person services and events to the public in measured and safe ways in compliance with City, County, and State guidance.
- **Expand existing spaces**—Advocate to make the mezzanine available to the public during all open hours.
- **Planning for the future**—Revisit the recently completed Facility Master Plan, look at the plan with fresh eyes, and advocate for adoption to provide options over the next 5-10 years to meet a growing demand for safe and adaptable spaces that include dedicated study and meeting rooms, a separate teen room, and library event space.
- **Outreach & partnerships**—Advise on reaching Latinx and ethnically diverse populations, promoting the WCCLS homebound deliveries of library materials in our area, and outreach efforts to reach schools, civic and youth groups.
- **New Strategic Plan**—Advise on community engagement for the next strategic plan.

Threats

- **COVID-19**—The health and safety of staff, their families, and the public remain top threats. The pandemic has limited options for services, and delayed important projects and goals. In-person events, classes, and meetings are cancelled.
- **Budget**—Expenses and revenues have been impacted by the pandemic. The Friends of the Library has not been able to generate funds through book sales during the closure, which help fund reading programs.
- **Digital literacy gaps**—The pandemic has highlighted gaps and inequitable resources to engage in digital services.
- **User Behavior & demographics changing quickly**—The pandemic drastically changed library patrons' behavior in using, or not using, virtual and curbside library services. We do not know the long-term impact of library user behavior. Additionally, new community members, languages and cultures, and new generations of young people and active seniors all provide welcomed diversity, but also require constant re-evaluation of services, priorities, staff training and knowledge, and budgetary needs.

1. What are your two or three most significant accomplishments for this past year as a board or commission?

- A. Advised and participated in voter education for the WCCLS Levy.
- B. Advised on new Strategic Focus areas to guide 2020-2021.
- C. Adapted to virtual meetings and welcomed four new members.

2. What are your two or three major goals for the upcoming year as a board or commission?

- A. Continue to adapt and advise on Strategic Focus areas for 2021.
- B. Conduct a user survey. Develop questions and outreach plan for survey. Analyze results.
- C. Launch new strategic plan. Include more community listening sessions this time. Develop measurable goals and objectives that fit within our budget and capacity.