

# Meeting Agenda



MEETING TITLE: Sherwood Library Advisory Board

DATE & TIME: Friday, May 22, 2020, 3:00 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>

## ATTENDEES:

Library Advisory Board members (4 year terms)	Position #	Term Expiration
Vacant	1	6/30/2023
Randy Mifflin (Chair)	2	6/30/2021
Melanie Dobson	3	6/30/2019
Ursa Shaw (Rural Rep)	4	6/30/2020
Jane VanKuren	5	6/30/2020
Steven Remsen	6	6/30/2019
D'Ann Wells (Vice Chair)	7	6/30/2021
Rebecca Mifflin (High School Rep)	8	6/30/2020
Vacant	9	6/30/2023

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

Guests
TBD

## AGENDA:

- 3:00 Call to Order/Roll Call/Introductions (Mifflin, Randy)  
Changes to Agenda  
Approval of [February 19, 2020, minutes](#) (much of which is no longer accurate)
- 3:10 Congratulations to Rebecca Mifflin for graduating! (All)  
Thank you to Ursa Shaw and Rebecca for your terms on our Board
- 3:15 Library Updates (Doman Calkins)
  - Board appointments
  - WCCLS Levy
  - Budget process
  - Project statuses
- 3:30 Reopening Plan (Doman Calkins)
- 3:50 Other Business / Public Comment (Mifflin, Randy)  
Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to [domancalkinsa@sherwoodoregon.gov](mailto: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.*

3:55	Council Updates	(Brouse or Scott)
4:00	Adjourn	(Mifflin, Randy)

# Meeting Minutes



MEETING TITLE: City of Sherwood Library Advisory Board

DATE & TIME: Friday, May 22, 2020, 3:00 p.m.

LOCATION: Sherwood City Hall, Conference Room A

FACILITATOR: Randy Mifflin, Chair

NOTES TAKEN BY: Crystal Garcia

MINUTES APPROVED: September 4, 2020

## ATTENDEES:

### Library Advisory Board

D'Ann Wells (6/30/2021), Vice Chair

Randy Mifflin (6/30/2021), Chair

Ursa Shaw (6/30/2020), Rural rep.

Rebecca Mifflin, High School rep. – absent

Jane Vankuren (6/30/2020)

Steven Remsen (6/30/2019) – absent

Melanie Dobson (6/30/2019) – absent

Vacant

Vacant

### 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, Randy)  
Changes to the Agenda  
Approval of February 19, 2020 meeting minutes
2. Congratulations to Rebecca Mifflin for graduating! (All)  
Thank you to Ursa Shaw and Rebecca for your terms on our Board
3. Library Updates (Doman Calkins)
  - Board appointments
  - WCCLS Levy
  - Budget process
  - Project statuses
4. Reopening plan (Doman Calkins)
5. Other Business/Public Comment (Mifflin, Randy)  
*Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to [domancalkinsa@sherwoodoregon.gov](mailto: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.*
6. Council Updates (Brouse or Scott)

## MEETING NOTES:

### **Call to Order/Roll Call/Introductions/Congratulations to Rebecca/Thank you Ursa and Rebecca/Changes to the Agenda/Approval of Minutes**

The meeting was called to order at 3:15 p.m. by Chair Randy Mifflin. There were no changes to the agenda. D'Ann Wells moved to approve the February 19, 2020, minutes. Jane Vankuren seconded, and the motion was approved unanimously.

### **Congratulations to Rebecca Mifflin for graduating! / Thank you to Ursa Shaw and Rebecca for your terms on our Board**

The Board thanked Rebecca for her service on the Board as the high school liaison, and congratulated her for graduating from Sherwood High School this year. The Board also recognized that Ursa Shaw's current term will be ending on June 30, 2020. The Board thanked her for her terms of service, and especially for having represented rural Sherwood in her position on the Board.

### **Library Updates**

Doman Calkins shared the following updates:

**Board Vacancies:** There will be three vacancies to fill on the Board. Jane Vankuren's term will be ending on June 30, 2020, and Vankuren expressed interest in reapplying for a second term. Two applications have been received to fill the remaining seats. Doman Calkins, Chair Randy Mifflin, and Councilor Renee Brouse will be scheduling virtual interviews with the applicants in the coming weeks.

**WCCLS Levy:** The WCCLS Levy was approved by voters on May 19, 2020. Doman Calkins thanked the Board for their support of the levy. The new levy cycle will run from July 2021 to June 2026.

**City Budget:** The first Budget Committee meeting was held on May 20<sup>th</sup>. Doman Calkins shared the [Budget Committee webpage](#) and demonstrated where Board members, and the general public, can access Budget Committee documents, including the proposed budget document. Councilor Brouse noted that a significant topic of conversation during the budget meeting was the issue around PERS. The Budget Committee requested additional information that will be brought to the next Budget Committee meeting. The next Budget Committee meeting is Thursday, May 28, at 6 p.m. and will be streamed live via YouTube.

**Project Statuses:** A new shelf-check machine has arrived and is mostly installed in the Children's Area. Staff are still ordering books and hosting programs virtually. Questions around equity are significant right now due to COVID-19 and staff are having conversations around equity and navigating how to provide services equitably.

**Reopening Plan**

Doman Calkins reviewed the State of Oregon baseline [reopening plan](#), as well as Washington County's [reopening plan](#) and WCCLS' reopening framework. WCCLS is currently in level 1 of a 5-level framework. Libraries will not necessarily be opening on the same timeframe, therefore libraries across the county may be at different levels in the reopening framework as we move forward. Sherwood is currently working towards beginning level 2, which will include curbside pickup of current holds.

Vankuren asked about when volunteers will be able to return to the library. Doman Calkins said that volunteers may not return until later levels, perhaps not until level 5, due to the need to limit the number of people in the building. Additionally, many library volunteers are in higher risk categories.

Shaw expressed concern about kids not being able to access books as school libraries are closed as well. Doman Calkins said that the youth Summer Reading Program will include free book giveaways for various age groups.

Councilor Brouse asked how staff are feeling as a whole—what, if anything, do staff need? Doman Calkins shared that the library has 20 people on staff, including on-calls. On-calls were paid for scheduled shifts through April. The 13 regular full and part-time staff are all able to work from home.

**Council Update**

Councilor Brouse shared that Council is currently working through the budget process with the Budget Committee. Council is in conversation regarding closing a portion of Railroad Street to allow local restaurants additional space for outdoor seating. Councilor Brouse thanked Doman Calkins and her team for their work, and suggested the library sent weekly updates to the Board during this time.

**Next Meeting**

The next meeting will be in July (no scheduled June meeting). Doman Calkins will send out a poll to determine the date and time for the July meeting.

Meeting adjourned at 3:59 p.m. by Chair Randy Mifflin.

Respectfully submitted,

Crystal Garcia