



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

LIBRARY ADVISORY BOARD
Wednesday, November 16, 6:30 p.m., 2022

22560 SW Pine Street, Sherwood City
Hall/Library Community Room

1. **CALL TO ORDER**—6:30 p.m.
2. **ROLL CALL** (Dobson)
Board members / City Council Liaison / Staff
3. **ADJUSTMENTS TO AGENDA** (Dobson)
4. **APPROVAL OF MINUTES** (Dobson)
[October 19, 2022 meeting minutes](#)
5. **CITIZEN COMMENTS** (Doman Calkins)
6. **OLD BUSINESS**—6:40 p.m. (Doman Calkins)
 - A. Draft SWOT assessment for Council, discussion
 - B. December meeting plan
 - C. Strategic planning updates
7. **NEW BUSINESS**—7:10 p.m. (Doman Calkins)
 - A. [Collection Development Policy](#) recap in preparation for policy revisions
 - B. PLA Project Outcome reports measuring impact of library programs
8. **LIBRARY UPDATES**—7:30 p.m. (Doman Calkins)
 - A. WCCLS Reorganization
 - B. Statistics
 - C. Current & upcoming events
9. **COUNCIL LIAISON REPORT**—7:50 p.m. (Councilor Brouse)
10. **ADJOURN**

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. In-person comments may be made during the dedicated time on the agenda. Written comments may be submitted at least 24 hours in advance of the scheduled meeting start time by email to Adrienne Doman Calkins, Library Manager, at domancalkinsa@sherwoodoregon.gov and clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email domancalkinsa@sherwoodoregon.gov or call 503-625-4272 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

For ADA accommodations for this public meeting, please contact Adrienne Doman Calkins, Library Manager, at domancalkinsa@sherwoodoregon.gov or call 503-625-4272 at least 48 hours in advance of the scheduled meeting time.



Home of the Tualatin River National Wildlife Refuge

MEETING MINUTES

LIBRARY ADVISORY BOARD
Wednesday, November 16, 6:30 p.m., 2022

22560 SW Pine Street, Sherwood City
Hall/Library Community Room

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Melanie Dobson.

2. ROLL CALL

Board Members Present: Melanie Dobson (Chair), Fritz Kaliszewski (Rural Rep), Deb Diers, Lily Fairman (High School Rep), Dani Sticka. Randy Mifflin (Vice Chair) and Maggi Gerhard. Jane Vankuren and Councilor Renee Brouse were absent.

City Council Liaison Present— none.

Staff Present: Adrienne Doman Calkins (Library Manager), Crystal Garcia (Librarian II, Secretary)

3. ADJUSTMENTS TO AGENDA—None.

4. APPROVAL OF MINUTES

Deb Diers moved to approve the October 19, 2022, minutes. Lily Fairman seconded. Motion passed by all members present.

5. CITIZEN COMMENTS—None.

6. OLD BUSINESS

A. Draft SWOT assessment for Council, discussion

Adrienne Doman Calkins reviewed the draft of the Board's annual SWOT document, which was drafted to reflect the input gathered asynchronously from all board members. The Board reviewed each SWOT area and offered feedback. The general consensus was that the SWOT document accurately reflects the work and goals of the Board. There was some discussion regarding the creation of a Library Foundation and the difference between a Library Foundation and Library Friends group. Doman Calkins shared that Foundations tend to focus on major fund raising for capitol improvements (e.g. expansions), and Friends focus on smaller fund raising, such as booksales, and support mostly library programming. The Board agreed to move forward with submitting the SWOT document with some minor adjustments. Chair Dobson will give a brief statement about the SWOT at the annual Boards and Commissions Appreciation Dinner on December 7th.

B. December meeting plan

Doman Calkins shared that there is no meeting on the third Wednesday of December. The December meeting has been moved to December 7th to coincide with the annual Boards and Commissions

Appreciation Dinner. The Board will meet on December 7th from 5:00-5:45 p.m. in Conference Room A, and then the group will go over to the Center for the Arts at 6 p.m.

C. Strategic planning updates

Doman Calkins shared that staff are continuing to schedule and conduct interviews with individuals in the community who work with youth and older adults. Jaime Thoreson, Youth Services Librarian II, recently conducted an interview with staff at the Sherwood School District's SHARE Center. SHARE Center staff reported that they've seen an increase in usage of their clothes closet and food pantry and that families are struggling financially and are in need of services.

A student from the University of Oregon will begin an internship to assist with the strategic planning process and policy work. This position will be mostly virtual and the work will likely focus on assisting with policy research and revision. This will be our first internship since the pandemic started. Doman Calkins also shared that she has hired a paid consultant to assist with the project planning and data analysis portion of the strategic planning process.

7. NEW BUSINESS

A. Collection Development Policy recap in preparation for policy revisions

Doman Calkins shared that she and Jaime Thoreson were invited by the Sherwood School District (SSD) to participate in a review of their collection development policy. Doman Calkins shared aspects of the SSD policy discussions and researched best practices that could help inform our local revisions. E.g. if a request to reconsider an item is received, the recommendation is the library keeps that item in circulation (or the classroom) during review, and the library purchases additional copies for the review committee. By purchasing additional copies of the item rather than removing it from the collection, this allows the review committee to avoid unintentional censorship by removing the item from the collection, even if just for a period of time.

Chair Dobson asked how library staff help find patrons age appropriate material. Doman Calkins said that in instances where patrons are looking for age appropriate material for children there is usually a discussion with front desk staff, and sometimes a referral to Youth Services Librarians. From there staff have a variety of resources they can access to help identify age appropriate materials.

B. PLA Project Outcome reports measuring impact of library programs

Doman Calkins shared a report generated using Public Library Association's Project Outcome. Project Outcome is a toolkit designed to help libraries understand and compare the outcomes of essential services and programs with other libraries of similar size. Project Outcomes surveys are standardized and given after programs and throughout the year for other services. The four areas that the surveys intend to measure are: knowledge, confidence, application/new skills, and awareness of resources. As part of the strategic planning process, short microsurvey questions will be added to some of the Project Outcome surveys.

8. LIBRARY UPDATES

Doman Calkins shared the following updates:

- The Washington County Cooperative Library System (WCCLS) reorganization has been ongoing and they are currently in the process of working with Washington County Human Resources to implement a new organizational chart and job descriptions. While this doesn't directly affect

member libraries, no positions at WCCLS have been filled during the reorganization so they continue to have reduced capacity to provide the same level of support to member libraries as previously.


- Doman Calkins handed out monthly library statistics. Usage continues to increase, total checkouts are +2% for October. The library is issuing roughly one hundred new cards per month.

9. ADJOURN

The next meeting will be the evening of the Boards and Commissions Appreciation Dinner, Wednesday, December 7, at 5 p.m. Dinner will begin at 6 p.m. Chair Dobson adjourned the meeting at 7:55 p.m.

Minutes submitted by Crystal Garcia

Approved on 12/7/2022
Date


Chair or transcriptionist Signature