

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
January 24, 2018

MEMBERS PRESENT: Rich Dougall, Chair; Reggie Gaines, Vice-Chair; Caroline Berry; Megan Chrisman; Miriam Pinoli; Mallory Nelson, Youth Representative

MEMBERS EXCUSED: Patrick Duke, Library Director

STAFF PRESENT: Brad Clark, Secretary

The meeting was called to order by Chair Rich Dougall at 6:41 p.m. in the Rose Room at the Library.

Minutes of the December 13, 2017, meeting were reviewed. One spelling error was corrected and the minutes were approved as amended*.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Staff Meet and Greet – The board chose to forgo the staff meet and greet this month due to the large number of items on the agenda.

2. Youth Services – Mallory Nelson reported the Teen Advisory Board is meeting for twice monthly “mystery event” meetings. At the first they attempted a Breakout Box (similar to “escape rooms”) where they solved multiple clues to try and unlock a box in a limited amount of time, and at the second they played a table game called Bears vs. Babies. Brad Clark shared that they continue to plan for upcoming events and have received two new TAB applications since the beginning of the year. He also reported on the Children’s Programs happening outside of the library while the renovation is underway. Storytime, Toddlertime, and Babytime are settling into their new location well. Programs have been well attended and staff are figuring out how to best navigate the changes for the best experience. Playgroup at Community of Hope Church is also going well.

3. Library Renovation Update – Brad Clark relayed points from Shasta Barnes*, the Library Operations Manager, from a meeting she attended earlier in the day with the renovation project manager, architect, contractor, and other library staff. It included that the carpet has been ordered and that there will be a large dumpster in the parking lot for demolition debris as well as a storage container. To mitigate dust and noise contractors will erect eight-foot plywood walls, use plastic tenting, and prioritize louder work between 7am and 10am. A map showing the phases of renovation* and the original schedule for work* was shared with the board. An updated schedule should be provided by the contractor in the next few days once the delivery date for carpet is established. Carpet delivery could delay the start date. Work is still slated to begin on Monday January 29th.

4. Librarian’s Report – Pat Duke was out sick, but provided a written summary* of each of the points on the agenda.

5. Fiscal Year 2019 Goals and Objectives Review – See the Director’s notes. The board reviewed the notes provided by Pat Duke.

6. Fiscal Year 2019 Budget Discussion – See the Director’s notes. The board reviewed the notes provided by Pat Duke.

7. The Library's 36's Anniversary (Feb 14, 1982) – See the Director's notes. The board reviewed the notes provided by Pat Duke.

8. OLA Conference Sign-Ups – The Director's notes related that the Oregon Library Association's annual conference will be April 17-20. Pat Duke and Deborah Gitlitz from our library will both be presenting on different panels at the conference. If Board members are interested in attending, they should let the Board Secretary Brad Clark know to make arrangements.

9. Policies and Procedures – Brad Clark presented a draft of the final section of the Policies and Procedures* with minor changes. After some discussion by the board regarding possible language changes in the Private and Public Information section, it was decided to reevaluate that section during a broader revision of the whole document. Megan Chrisman suggested a few other minor edits as noted in the Secretary's copy. Caroline Berry moved to accept the Policies and Procedures presented as amended, and Reggie Gaines seconded the motion. The board voted unanimously to approve all changes to the document as amended.

10. Friends Report – See the Director's notes. The board reviewed the notes provided by Pat Duke.

11. Foundation Report – Caroline Berry shared that the Foundation held elections. She was elected President, Reggie Gaines Vice President, Miriam Pinoli Secretary, and Steve McConnel remains Treasurer. Caroline met with Reggie, Pat, and past President Hilly Alexander to map out plans for the upcoming year. February 13 will be their first event of the year for the 6th anniversary Dolly Parton Imagination Library celebration at City Hall in conjunction with Storytime. Reggie is looking at dates for the fall wine tasting event. A date for the annual luncheon is in question due to library renovations. The Foundation may combine it with a celebration of the completion of renovations, but is waiting on more details.

12. Library District Advisory Committee Report – Caroline Berry reported that at the last meeting they decided to put together a task force to review the Library District's Master Plan and Intergovernmental Agreement and recommend possible changes in the language surrounding how district funding is to be used by libraries. Also at that meeting, a new budget report was presented that would be filled out by each library's director and signed-off on by each library board chair and library district representative. This new form is for more clarity and transparency in how district funds are being spent by each of the libraries.

NEW BUSINESS: There was no new business.

Meeting adjourned at 7:55 P.M.

The next regular meeting is scheduled for September 27 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**