

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
June 28, 2017

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

MEMBERS EXCUSED: Miriam Pinoli; Reggie Gaines

STAFF PRESENT: Patrick Duke, Library Director; Brad Clark, Secretary

The meeting was called to order by Chair Megan Chrisman at 6:33 P.M. in the Director's Conference room at the Library.

Minutes of the May 24, 2017 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported on the first Teen Summer Reading Program event: Movie Monday and Sundaes. To kick-off the Teen Summer Reading Program the teens watched the movie Clue, and some played the board game, while Ice Cream Sundaes were served by the Teen Advisory Board. Around 20 teens attended the event and weekly Monday events are planned through the month of July as well on Mondays from 2-4pm. Up next is bead melting, a magic workshop, Lego day, and game day, with the annual end of summer event in the park on July 31st.

2. Librarian's Report – Pat Duke reported on:

- Summer reading program - With more than 1500 sign-ups for children and teens, things are on track with last year's record numbers. The first Thursday fun show packed out most of its 3 showings and the preschool stories and science program brought in more than 200 people in its first week. Outreach librarian Deborah Gitlitz visited Autumn Park for sign-ups and weekly lunch at heart of the city as well as a few imagination library sign ups. Caroline Berry asked about numbers for the adult program and Pat explained that the adult program is more passive and counts come in after reading logs are turned in at the end of summer.
- HVAC - Estimates being used were based a design from a couple years prior and have since been shown to be not to code. A new design will have to be drawn up and most likely will add some to the cost and delay things a bit. Since this information had just been discovered not more details were available at this time.
- RFID - Tagging is almost done with only 370 outstanding items (of 140,000). Self-checkout machines should begin appearing in August or September.
- Dolly Parton Imagination Library – A private local family foundation wants to help small counties (with populations less than 100,000) begin the program in their areas. For those counties who can begin my June 2018 the foundation will pay half of the book and mailing costs for 3 years.

3. Review, Evaluate Board Functioning – Brad Clark presented the Library Board Report Card Results*. The board discussed creating a better connection with staff. Rich Dougall inquired into the possibility of a staff member joining the board meeting each month. Megan expressed desire to get staff improvement recommendations. Additionally Pat discussed the plan for preparing the year's budget in advance and bringing it to the Board before it is submitted to the city as well as creating a schedule for a comprehensive review of policy.

As an aside Pat Duke reported that a recent staff meeting was dedicated to HR training on sexual harassment. This came after a staff member had reported a number of interactions with the public where the staff member felt they had been treated inappropriately. The behavior policy around this issue has been prioritized and is under review by Pat Duke, Shasta Barnes, and Steven Engelfried as to how staffs conduct themselves in similar situations.

4. Review Annual Calendar – Brad Clark shared that he had not brought the 2017-2018 Board Calendar to the meeting. The board agreed to postpone looking at it until the next meeting as it needed further changes for staff member inclusion and policy review.

5. Election of Officers (fiscal year 2018) – Megan Chrisman led the discussion for nominations for Board Chair and Vice Chair Positions. Rich Dougall volunteered for the Chair position and the nomination was seconded by Megan Chrisman. A vote was called and was unanimous. Rich Dougall nominated Miriam for the position of Vice Chair. The board agreed to table the nomination and take a vote at the next meeting.

6. Friends Report – Pat Duke reported that the Friends met but he was unable to attend so there was no report.

7. Foundation Report – Caroline Berry reported that the foundation is planning informational meetings to increase the number of Directors and Associate directors. Pat Duke shared that the hope was to grow the board to more like 15 people from the 11 people that it is now.

8. Library District Advisory Committee Report – Caroline Berry reported that at the last meeting there was discussion around reviewing budgets as the county funds are to be used for services and not capital improvements. A subcommittee was formed to that end. She also reported that a new chair was elected from the Happy Valley Library.

NEW BUSINESS: Megan Chrisman brought up the possible need for the public restroom to be cleaned throughout the day. Pat Duke shared that some of those issues are under consideration along with the bathroom renovation. Rich inquired as to whether waterless urinals had been considered in the renovation. Pat Duke said that he would check with Public Works to see if they had any input on those.

ROUND ROBIN

Pat Duke shared his experiences from attending the Dolly Parton Imagination Library Homecoming Conference.

Meeting adjourned at 7:41 P.M.

The next regular meeting is scheduled for July 26 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**