

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
March 22, 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

CITY COUNCIL LIAISON: (emeritus) Susie Stevens

The meeting was called to order by Chair Megan Chrisman at 6:35 P.M. in the Director's Conference room at the Library.

Minutes of the February 22, 2017 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported on a Teen Game Night event that had occurred the previous Friday night. Activities mainly revolved around Kahoot, a new quiz game system online that can be used for both fun and education. Summer planning was a big part of the TAB planning meeting.

2. Librarian's Report – Pat Duke submitted a printed report* to the board. The board reviewed and asked questions regarding a couple of points and Pat Duke shared the following:

- RFID tagging will begin in the next few weeks. Several efforts like benchmark goal rewards and an encouragement board are planned to make the process more enjoyable.
- Budget add-packages are expected to be passed on to the city budget committee. A budget summary will be submitted to the board members in the next couple of weeks. City code states that the proposed budget will be recommended by the board before going to the city manager and while it was talked through this year, was not previously presented in writing. In the future the board will revert to a review in writing before submission and recommendation to the city manager.
- The Inclement Weather policy review with HR and the assistance city manager focused on staffing needs during those times and what needed to be in place to meet those needs. This sparked a larger discussion with the library board about the library's role in serving those in need during inclement weather and at other times in the community.
- It was pointed out on page 164, letter C from the new 2017-2019 council goals* that is it the role of the library to: "Organize Library archives; capture history as it happens and before it changes, including coordinating photography." The library will work with the Historical Society and Jon Gail the city photographer as needed to fulfill this mandate.

3. Policies & Procedures, Collection Development Review – Pat Duke distributed copies of the City of Wilsonville Photo Policy, Community Bulletin Board Policy, Exhibitor Guidelines and Agreement, and Policies and Procedures last approved in 2016. Pat Duke requested that board members review each one for comment at the next board meeting.

Collection Development policies will be reviewed at a later date when philosophy surrounding the balance between print and ebooks, as well as the building use, are addressed more fully. Pat Duke

estimated that after RFID conversion and library renovations the Collection Development policy would come back up for review.

4. Notify Council of Expiring Terms- Pat Duke notified the board that Caroline Berry's first term expires on June 30 and that she is eligible for reappointment. Caroline Berry expressed that she would like to serve a second term and Pat Duke said that he would talk with Sandy King about the next steps in that process.

5. Friends Report – Pat Duke explained that at the last Friends meeting the idea of poetry stations around the city had been brought up and that a grant had been applied for to that end. After further discussion with the Friends board they felt it was not the right time for such an endeavor, but discussed ways for making poets and poetry more accessible in and around the library.

6. Foundation Report – Caroline Berry reported that planning for the Foundation's spring luncheon in Charbonneau continued and dates were being considered for a fall evening event. Depending on renovation timelines, holding the fall event in the library could be an option. Imagination library now has a Foundation subcommittee meeting regularly.

7. Library District Advisory Committee Report – Caroline Berry explained that there is an upcoming meeting, but there was nothing new to report. Structure for allowing public comment at meetings and the Library District budget are the only known items on the upcoming agenda.

NEW BUSINESS: No new business.

ROUND ROBIN

Meeting adjourned at 7:53 P.M.

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

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**