

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**September 28, 2016**

**MEMBERS PRESENT:** Megan Chuinard, Chair; Rich Dougall, Vice-Chair; Caroline Berry; Miriam Pinoli; Mallory Nelson, Youth Representative

**MEMBERS EXCUSED:** Reggie Gaines

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

**CITY COUNCIL LIAISON:** Susie Stevens

The meeting was called to order by Chair Megan Chuinard at 6:37 P.M. in the Director's Conference Room at the Library.

Minutes of the August 24, 2016 meeting were approved as distributed.

**ONGOING BUSINESS/CALENDAR ITEMS:**

**1. Youth Services** – Mallory Nelson reported on plans for the upcoming September 30<sup>th</sup> Book-to-Movie teen event preparation including activities for titles on Fantastic Beasts and Where to Find Them, Doctor Strange, Miss Peregrine's Home for Peculiar Children and Star Wars material. Additionally plans for the 13<sup>th</sup> Annual Teen Murder Mystery on October 28<sup>th</sup> are tentatively going to be themed Stranger Things.

**2. Librarian's Report** – Pat Duke reported that:

- The search for a new Library Operations Manager is underway. 15 candidates have been selected for phone interviews to narrow down candidates from a large, very qualified pool.
- A draft Request For Proposal for the Library renovations has been created with the help of Assistant City Engineer Eric Mende and is hoped to be finalized and distributed to 3 pre-qualified architects for bids in the next week.

**3. Library Tour** – Pat lead a tour of the library pointing out changes that will be made in the coming weeks and months to the arrangement of the collection. More genre collections, better visibility of popular collections, and reduction of underutilized collections such as magazine back issues, are just a few of the currently planned changes. A written Adult Shelve Work Plan\* draft was also distributed to the Board.

**4. Annual Library Report-** Pat Duke presented the 2016 Oregon Public Library Statistical Report\* to the Board. Several areas were highlighted and discussed such as total expenditures and staff expenditures, total circulation numbers parsed by print material and electronic material, and programing numbers.

**5. Friends Report** – Pat Duke shared that the Annual Friends meeting will take place next month.

**6. Foundation Report** – Pat Duke reminded the Board that the Foundation's October 22<sup>nd</sup> fundraiser and wine tasting event from 7-9:30 in the Library is coming up.

**NEW BUSINESS:** There was no new business.

**COUNCIL LIAISON'S COMMENTS:** Suzie Stevens reported that she will be at the League of Oregon cities conference on the following weekend and was looking forward to the exchange of information.

**ROUND ROBIN**

Miriam Pinoli shared that the Wilsonville leadership academy will be putting on another local health fair. They are seeking ways to reach out to underserved populations in our community.

**Meeting adjourned at 8:05 P.M.**

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

Respectfully submitted,  
Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**