

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**August 24, 2016**

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

**MEMBERS EXCUSED:**

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

**CITY COUNCIL LIAISON:** Susie Stevens

The meeting was called to order by Chair Caroline Berry at 6:31 P.M. in the Director's Conference Room at the Library.

Minutes of the July 27, 2016 meeting were approved as distributed.

**ONGOING BUSINESS/CALENDAR ITEMS:**

**1. Youth Services** – Mallory Nelson shared that the TAB has made plans for events through December including a Book to Movie Night, the annual Murder Mystery, a Moana event (Hawaiian Culture night), and a Game Night. TAB is also considering a couple of events that would be exclusive Middle School or High School age events.

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

- Library Operation Manager Kim Robben's last day was August 19<sup>th</sup>. The position has been posted for the public and closes on September 12th.
- Youth Services programs start back up on September 6<sup>th</sup>. They are currently on a break finishing up the Summer Reading Program and preparing for the fall and winter. Promotional material was distributed for upcoming Youth and Adult programs\*.
- The Library renovation continues to move forward. Pat Duke distributed a list of quotes and cost estimates for proposed capital improvements\* that was reviewed and discussed by the board. Estimates for the full list of improvements put the total costs well over the one million dollar Capital Funds Budget, so priorities will have to be considered.
- A document showing youth and adult program attendance throughout Clackamas County Libraries was created, along with another showing computer use in each of the libraries\*, using state statistics from 1992 to the present. The Board reviewed and evaluated it in comparison of the previous month's reports on long term circulation trends.

**3. Policies & Procedures Review/Adoption** - The board made a final review of the updated Library Policies and Procedures document\* and approved it unanimously.

**4. Workplan presentation**- Pat Duke presented the 2016-2017 Goals and Objectives\* report for the Library. Copies were distributed to board members and he reviewed main points and action steps for each of the key goals for the year.

**5. Election of Officers** – Megan Chuinard was nominated for the position of Chair and Rich Dougall was nominated for the position of Vice Chair. The board voted unanimously in favor of the nominations.

**6. OLA Membership** – Pat Duke offered membership to the Oregon Library Association for any Library board members who would like to join. If interested, Board members should notify Secretary Brad Clark and the library will pay for membership.

**7. Banned Book Week** – Pat Duke reported that the library will be celebrating banned book month in September. A number of displays are planned to remind people of the importance of intellectual freedom.

**8. Friends Report** – Pat Duke shared that the Friends of the Library met and have identified someone for the position of Vice President. Caroline Berry enquired whether a joint meeting with the Library Board, Friends of the Library and the Library Foundation was in the works. It was decided to look at early December for a date.

**9. Foundation Report** – Pat Duke reported that the Foundation continues its work and planning for the October 22<sup>nd</sup> fundraiser and wine tasting event from 7-9:30 in the Library.

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

**COUNCIL LIAISON'S COMMENTS:** Suzie Stevens reported:

- Safeway opened today with a ribbon cutting and several council members on hand.
- At the August 15<sup>th</sup> council meeting a contract for grant money to study redeveloping the whole town center area was awarded.
- Recently about a dozen dignitaries from South Korea visited the city to see the war memorial and spent the day with the mayor.
- September is disaster preparedness month and Suzie encouraged everyone to spend some time and resource on being ready at home for when a disaster happens.
- Thursday Sept 8<sup>th</sup> is the next council meeting.
- The annual League of Oregon Cities Conference meets this month in Salem to discuss problems and solutions for city governments around the state.

**ROUND ROBIN**

**Meeting adjourned at 8:15 P.M.**

**The next regular meeting is scheduled for September 28 at 6:30 P.M. at the Library.**

Respectfully submitted,  
Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**