

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
June 22, 2016

MEMBERS PRESENT: Caroline Berry, Chair; Reggie Gaines, Vice-Chair; Rich Dougall; Megan Chuinard; Alan Steiger

MEMBERS EXCUSED: Mallory Nelson, Youth Representative

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 6:33 P.M. in the Director's Conference Room at the Library.

Minutes of the May 25, 2016 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Brad Clark reported on the first 2 teen events for the summer reading program. Both were well attended with 54 teens for the Movie/Sundae Monday event on June 13th and 43 teens for the Nerf Day. The next teen event is a Melting Bead craft day.

Pat shared that sign-ups for the Summer Reading Program total 1,463 so far and with the first week of children's programs in progress the number will continue to head toward 2500.

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

- Kim Robben has announced her retirement. She has worked in the Library for 26 years and volunteered before that, so there will be some big shoes to fill. Her last day will be 19th of August.
- After 8 years serving on the Library Board it is Alan Steiger's last meeting.
- Pat has also pulled annual statistics back through 2008 and will be preparing a report for the July meeting.

3. Policies & Procedures Review/Adoption - Pat Duke reminded the Board that a copy of the Library Policies and Procedures document showing all edits had been sent out to the board. It was agreed upon by the board that a clean copy would be emailed to all board members and the a vote on that document will take place at the next meeting.

4. Review, Evaluate Board Functioning– Brad Clark distributed and reviewed a Library Board Report Card Results document* compiled from the Board Report Cards submitted by board members in the last month. Overall the review scores were very high, and several helpful comments and recommendations for improvements were discussed by the board. In particular staff recognition for excellence as well as sending board packets out earlier was discussed.

5. Review Annual Calendar – Brad Clark distributed copies of the new proposed Library Board Calendar for 2016-2017. The Board discussed options and decided to move the Annual Library Report from August to September as well as moving the Annual Library tour from October to September.* Reggie Gaines made a motion to adopt the new calendar with the changes; Megan Chuinard seconded the motion. The motion passed unanimously.

6. Friends Report- Pat Duke shared that the Friends President Suzy Sivyver announced that she would be stepping down from the role of President after many years of service. She will continue through the end of her term, and plans on remaining on the board.

7. Foundation Report – Alan Steiger shared the Imagination Library Newsletter* which featured the Library Foundation Board on its cover for its support of early literacy throughout the community. He also reported that the last Foundation Board meeting on June 15th focused mainly on the fall fundraiser which will tentatively take place in the Library October 8th. They are exploring options like wine tasting, door prizes, and a lower key, more selective silent auction. Alan also shared that a request has been made by 2 volunteers to start a second book club at Coffee Creek Correctional Facility. Groups are limited to 8 people and they have 7 on a waiting list. The Foundation helps by purchasing books for the club.

NEW BUSINESS:

Kim Robben's retirement was discussed further.

COUNCIL LIAISON'S COMMENTS: Suzie reported that:

- The budget was past at the last City Council meeting.
- There are 4 candidates that have applied for the open Library Board position. Interviews will be taking place in the next 2 weeks. A formal appointment is expected on July 7th.
- Further city development indicates lots of continued growth for the community that we serve.

ROUND ROBIN

Everyone present expressed gratitude for all the service that Alan has given, not only as a member of the Board for the last 8 years, but in the many different ways that he contributes to the community.

Meeting adjourned at 7:59 P.M.

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

Respectfully submitted,

Brad Clark
Board Secretary

***Copy available from Board Secretary**