

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

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

**MEMBERS EXCUSED:** Alan Steiger

**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 January 27, 2016 meeting were approved as distributed.

**ONGOING BUSINESS/CALENDAR ITEMS:**

**1. Youth Services** – Mallory Nelson and Brad Clark reported the teen event on the Friday previous to this meeting was a Video Game Workshop that taught the basics of game design, and introduced students to simple tools for learning about and creating their own video games.

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

- The Book Notes concert series are going very well. Saturday Feb. 13<sup>th</sup> saw 60-70 people attend a performance by the Portland Opera. March 12<sup>th</sup> will bring a medieval music group who perform using period instruments that they have built themselves.
- Alan Steiger and Carol Hanna are providing free tax help for patrons on Saturdays. It is estimated they help 12-14 people each week.
- The History Pub at McMenamins hosted an internment camp survivor on February 23<sup>rd</sup>.
- The Adult Winter Reading Program ends this coming Monday February 29<sup>th</sup>.
- Food for fines is happening now through the end of February where patrons receive \$1 off of their overdue fines for each can of food they bring in for donation to the Wilsonville Community Sharing food bank. We have needed daily pick-ups because of the response. Most years we receive around 1200 pounds of food.
- Library District Advisory Committee:
  - The committee members are transitioning from being library staff to citizens.
  - The IGA (Inter-Governmental Agreement) may need amendment to correct the use of allocated funds by some city governments.
  - Use of district money for capital funds has been prohibited previously. That issue will also come before the Library District Advisory Committee
- RFID (Radio Frequency Identification) is coming to the library. There is a district wide start date of September 1 of this year. The minimum level of implementation for every library in our district is to tag all circulating items. Options are being discussed for tagging all items in our library and throughout the library district. Transitioning to RFID will reliably create an ease of use for patrons, save time for circulation, and add an extra layer of security for important items. Even with moving to a more automated system we will continue to focus on a high level of customer service while being able to redeploy more staff time toward programs and public relations.

**3. Submit Budget and plan budget presentation**– Pat Duke reported:

- The numbers portion of the budget has been submitted. It is a Status Quo budget
- Materials and Services increase is only about 1%. No changes in Staffing.
- An Add Package of \$10,000 has been submitted to expand funds for professional training
- Pat Duke submitted a budget summary to the board\*
- Pat Duke submitted a performance measures information sheet\*

**5. Friends Report** – Pat Duke reported that the Friends met but do not have anything new to report.

**6. Foundation Report** – Pat Duke reported that the Foundation had a very successful fundraising year, but even so they are focusing on making some changes to improve their fund raising techniques.

**NEW BUSINESS:** No new business.

**COUNCIL LIAISON'S COMMENTS:** Susie Stevens reported that the budget cycle for the City of Wilsonville is starting with meetings scheduled for May and June. A few areas of the city are in need of improvement, but nothing dire.

**ROUND ROBIN:**

The board was very pleased with the Opera program last week and welcomed Brad Clark to the meetings.

**Meeting adjourned at 7:50 P.M.**

**The next regular meeting is scheduled for March 23 at 6:30 P.M. at the Library.**

Respectfully submitted,

Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**