

Draft: For Approval

**Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
August 28, 2019**

MEMBERS PRESENT: Megan Chuinard, Chair; Miriam Pinoli, Vice-Chair; Caroline Berry; Yasmin Ismail; Olivia Jensen, Youth Representative

MEMBERS EXCUSED: Rich Dougall

STAFF PRESENT: Pat Duke, Library Director; Brad Clark, Secretary

Chair Megan Chuinard called the meeting to order at 6:30 P.M. in the Rose Room at the Library.

The Board approved minutes of the July 24, 2019 meeting as distributed.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services –Olivia Jensen reported that the Teen Summer Reading Program events finished up on July 25 with the annual Party in the Park including one Grand Prize drawing, water fight, and an exploding watermelon.

In August the Teen Advisory Board met for fun and fall planning. A Teen Lounge Night on September 13, Annual Murder Mystery on October 25, and Bob Ross-style Paint night on November 22 are all planned in addition to two after-school movie and virtual reality gaming events (September 25 and December 5).

There was also discussion about dividing teen events into older and younger age groups.

2. Librarians Report – Pat Duke reported:

The furniture specs are done and the RFP (Request for Proposal) is moving forward. As an oversight, the money to be used from last year's city budget was not written into this year's budget. A supplemental budget will be approved by City Council in October and so the issue should be corrected. Until then contracts will likely not be able to be completed.

The permit for the LED sign in front of the Library on Wilsonville Road goes before the DRB (Development Review Board) on September 9. Then a quote for the work can be obtained.

The Library of Things is moving forward with a Test Lab day on September 14 for the community to come to the library and try out some of the new things. Items will check out starting on Monday, September 16.

Summer Reading Program is winding down with only a few days left. Pat distributed a chart with some of the raw data on sign-ups and finishers collected so far*. Program numbers were robust as well. Next month a complete report will be compiled.

Binge Boxes are coming to the DVD collection. These boxes contain up to seven movies on a special theme such as "90's Rom-Coms" or "Filmed in Oregon," and will be available for patrons to check out. There was discussion about the eventual move to more digital/streaming movie options. Much of that is waiting on consensus on the county level. Comparisons for

Washington and Multnomah Counties population and spending on similar services were requested. Pat will get that information and pass it on to the Board.

PGE and the City are currently finishing contracts for the proposed Electric Avenue charging station in the library parking lot. An ADA compliant parking space has been requested by the City to be worked into the plans.

3. Strategic Plan – Pat Duke distributed a draft of the scope and schedule* for the Strategic Plan. He hopes to have them completed in the next week or two. Some consultants have been contacted and Pat will be widening the search, as well as beginning to consider staff members for committees. Pat will send out the file to the Board and feedback is encouraged. The Strategic Plan should cover the next 5 years. Pat feels that with the changing landscape of libraries, planning any further out may be problematic.

4. Policies and Procedures – Brad Clark distributed documents* showing changes to the Policies and Procedures document. The Board reviewed the approved language in the context of the document. Miriam Pinoli made a motion to approve the document with the changes. Caroline Berry seconded the motion, and the Board voted unanimously in favor of the changes.

5. OLA Membership Renewal – Pat Duke invited any Board members who were interested in joining the Oregon Library Association to contact Brad Clark regarding membership. It includes quarterly online magazine access and other communications, as well as discounts on registration to OLA events.

6. Banned Book Week – Pat Duke reported that Banned Book Week is coming in September and he will forward information on the displays and programs used to promote it.

7. Friends of the Library Report – Pat Duke reported that the Friends did not meet.

8. Foundation Report – Caroline Berry reported that the Foundation continues its planning for the November Wine Event.

The Wilsonville Chamber of Commerce holds “Spark” events and the Library Foundation will be hosting one at the Library on the morning of October 2.

Susan Henson, a Foundation member with a background in marketing, is working with others on a new website and social media use.

9. Library District Advisory Committee Report – Megan Chuinard reported that LDAC did not meet, and the next meeting is scheduled for September 23. Pat Duke shared that Jeanna Troha has accepted a spot on one of the Library District Task Forces. Alan Steiger has been invited to fill another of the spots.

10. Library Boards Comments to City Council – No special comments to be made.

NEW BUSINESS

Miriam Pinoli asked about the ongoing discussion of meeting growing needs of the homeless and others struggling in our community. Pat Duke reported that on September 13 the person in charge of creating policy and coordinating services for Clackamas County will be talking with the Library Directors group. Pat will follow up after that meeting with any handouts and resources that are shared.

ROUND ROBIN

Meeting adjourned at 7:54 P.M.

The next regular scheduled meeting is September 25 at 6:30 P.M. in the Director's Conference Room at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**