

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
March 28, 2018

MEMBERS PRESENT: Rich Dougall, Chair; Reggie Gaines, Vice-Chair; Caroline Berry; Megan Chrisman;

MEMBERS EXCUSED: Miriam Pinoli; Mallory Nelson, Youth Representative

STAFF PRESENT: Patrick Duke, Library Director; Brad Clark, Secretary; Shannon Belford, Youth Services Librarian

The meeting was called to order by Chair Rich Dougall at 6:33 P.M. in the Rose Room at the Library.

Minutes of the February 28, 2017 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Staff Meet and Greet – Shannon Belford joined the board meeting and shared her path from librarian school in Texas to jobs in South Carolina, New York, and Beaverton before coming to Wilsonville about 9 years ago. Her favorite part of her job is helping people, and she sees the need for community spaces as one of the libraries largest roles going forward.

2. Youth Services – Since Mallory Nelson was absent the board skipped this month's update.

3. Library Renovation Update – Pat Duke shared the following updates:

- Phase 1, the children's area, is complete except for the patio door and entryway. The children's office is also finished and staff will move back in this week.
- Phase 2, Fiction, is also completed. The new YA area now has the collection back on the shelves.
- Non-fiction bathrooms have been demoed and the first half of the nonfiction is currently closed off for work. Then prep for the staff area is next on the horizon.
- The projected completion date has been updated to June 20.
- For HVAC work contractors need to get above ceiling tiles, but since they are brittle replacing a large number is not in the budget if they were to come down. So contractors have identified another less expensive method for getting above the tiles.

The Library Board requested that Sue Stowell be made aware how much they appreciate all of the work that she has done, especially throughout the renovations, coordinating a mass of volunteer help repeatedly.

4. Librarian's Report – Pat Duke reviewed statistics with the board. Specifically they discussed the minor dip in non-fiction circulation considering the mass of non-fiction books that have been boxed up for the duration of the renovation. This will inform collection development going forward.

5. Review Evaluate Board Functioning- Brad Clark presented the results of the annual report card*. The Board reviewed them and discussed the desire to improve communication with the City Council. It was decided to add a Board Comment to the Council to the monthly agenda so that in Pat Duke's monthly report to Council the Board's voice and input can be heard. This month the board requested that the Mayor and Council be invited to see the renovations happening at the library, and that the reports from a council liaison are missed.

6. Notify Council of Expiring Terms- Brad Clark reported that Reggie Gaines and Megan Chrisman's terms are both up June 30 this year.

Pat Duke explained that because it was Reggie's second term after reappointment he is ineligible for reappointment. Megan Chrisman is at the end of her first full term, and therefore still eligible for reappointment if she would like. Megan Chrisman expressed that she would like to be reappointed. Pat will follow up and begin the process.

7. Friends Report – Pat Duke shared that the Friends met, but have no news to report.

8. Foundation Report – Caroline Berry reported that the Foundation chose its dates in October for the annual wine tasting event and in July to celebrate the completed library renovations.

A new Foundation Director and Associate Director will be chosen next month.

Reggie Gaines added that Jan Rippey had tasked the Foundation for continued marketing and expansion of participants in the DPIL program.

Megan Chrisman requested minutes from the foundation meetings for social media purposes.

9. Library District Advisory Committee Report – Pat Duke reported that a new representative from our library is needed. Megan Chrisman expressed interest in the position. Pat Duke will follow up with her for appointment by the County Commissioners.

NEW BUSINESS: No new business.

ROUND ROBIN

Meeting adjourned at 7:54 P.M.

The next regular meeting is scheduled for April 25 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**