

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
October 25, 2017

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

MEMBERS EXCUSED:

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

Chair Rich Dougall called the meeting to order at 6:35 P.M. in the Rose room at the Library.

The Board approved minutes of the September 27, 2017 meeting as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

- 1. Staff Meet and Greet** – There was no visiting staff member for the meeting this month.
- 2. Youth Services** – Mallory Nelson reported that the upcoming Friday, October 27 the Teen would hold the 14th annual Teen Murder Mystery and Costume Contest.
- 3. Librarian's Report** – Pat Duke reported that:
 - The remodel is currently out for bid until November 2. There was a pre-bid meeting for primary and subcontractors to get information on the job(s). More than 30 people attended and nine contractors picked up bid packages with more expected. The structure of bids is such that contractors bid on the base work first, and then list separate alternative bids for lower priority work. The projected dates for work to be complete are January 2 – June 30. Pat will continue working with the library managers and the chosen contractor on phases for the project in order to determine when/how to stay open and maintain services to the public. Programs will not take place in the library during remodeling so staff are discussing various options for outreach. Expectations are that by the November 20 City Council work session meeting there will be an approval of an accepted bid.
 - The Foundation's wine tasting fundraiser is November 4. Tickets are available now.
 - A joint effort with the West Linn Library is underway to expand the Dolly Parton Imagination Library program to cover all of the West Linn Wilsonville School District. This is just one way in which our two libraries and the school district are beginning to work together.
 - The Dolly Parton Imagination Library may be expanding to several more counties around the state. In a seven-day trip, Pat and other representatives of the Dolly Parton Imagination Library traveled around the state for 13 meetings with Library Directors and other leaders to discuss expansion of the program.
 - Deborah Gitlitz, outreach librarian, recently held an early literacy training for educators to more than 23 daycare and preschool providers in Wilsonville.

4. Policies and Procedures – Brad Clark presented a section of the current policies and procedures for which several small changes had been recommended. The board reviewed and discussed changes from the end of the section on Library Behavior regarding food through the end of the Loan Periods section*. Megan Chrisman moved to accept the changes discussed, Reggie Gains seconded the motion, and the board voted unanimously to make the changes*. Review of additional sections of the document will take place at future meetings.

5. Fiscal Year 2018 Workplan Presentation –Pat Duke presented the Workplan for FY2018* and highlighted the following points:

- Expansion of the Dolly Parton Imagination Library to the entire school district. This includes a partnership with West Linn Library and includes the unincorporated areas of the county.
- Surveying on the workplan will be set aside until next year, after the remodel. Questions will be standardized and responses observed over time.
- Some of the technology updates listed in the plan will be accomplished during the remodel.
- The Collection Development Policy will be reviewed with much focus given to the shift to digital collections.
- Focus on collaboration with the School District including book drops at the elementary schools as well as more book talks in schools are already in the works.
- The Library will continue to support the growth of the Wilsonville Historical Society.

6. Annual Library Report- Pat Duke previously the Annual Library Report* to board members for review before the meeting. He discussed a few of the most notable things that it revealed. Digital circulation had increased by 26% while circulation of physical items, which peaked in 2012, was down again this year. Collection Development policy changes coming in the future will center on those changes. Additionally a reduction in physical items this year in preparation for the RFID tagging was significant. The addition of the Outreach Librarian position speaks to the shift in library services. The use of the non-fiction collection is changing in the You Tube era, and therefor plans for reducing its size are in the works.

7. Fiscal Year 2019 Goals and Objectives Review – Pat Duke distributed the FY 2019 Goals and Objectives document* for the board to review and shared that it would be an ongoing conversation that would be happening over the next several months. Reviewing the goals leads toward the budget in January, which is expected to be a status quo budget that will focus more on reallocation of funds that are saved by the conversion to RFID.

8. Friends Report – Pat Duke reported that the Friends had held their annual meeting where they elected a new Vice President and Recorder.

9. Foundation Report – Reggie Gains reported that the Foundation discussed the Fundraiser on November 4, “A Toast to Imagination” at length at the last meeting. The Foundation also discussed the collaboration with the West Linn Library and the school district regarding the Dolly Parton Imagination Library. Currently the program in Wilsonville has 802 children enrolled and 805 have graduated. Megan Chrisman reported that the Foundation also now has a Facebook page and encouraged everyone to find and like it and help promote the upcoming fundraiser.

10. Library District Advisory Committee Report – Caroline Berry reported that at the last meeting the County Administrator presented the Gladstone/Oak Grove Settlement. It provides a path for both areas to have new facilities to serve the community better. The other item that the Committee covered was a new budget form that libraries across the county will fill out. It will be reviewed in January for use next year.

NEW BUSINESS: There was no new business.

ROUND ROBIN

Suzy Stevens, visiting City Council member, shared some of what the council is working on regarding traffic on Wilsonville lane. A couple of the projects they are currently working on include adding a third stacking lane to the I5 South onramp, and widening Boones Ferry Road lanes northbound

coming out of Fred Meyer's parking lot. She also invited and encouraged participation at the October 26 meeting for community input on the expansion of Boones Ferry Park.

Meeting adjourned at 8:07 P.M.

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

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**