

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
September 27, 2017

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

MEMBERS EXCUSED: Megan Chrisman

STAFF PRESENT: Steven Engelfried, Library Services Manager; Brad Clark, Secretary

The meeting was called to order by Chair Rich Dougall at 6:31 P.M. in the Rose room at the Library.

Minutes of the August 10, 2017 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Staff Meet and Greet – Rich Dougall and the board welcomed Steven Engelfried. Steven shared that he serves as the Library Services Manager overseeing both the Adult and Youth Services divisions of the library. He has been in that position for about a year and a half and was previously the Youth Services Librarian. Now he oversees staff and long term planning for all ages, while still staying very involved in services to children.

2. Youth Services – Mallory Nelson reported that the first Teen Event of the school year, Library After Dark, had just occurred on the previous Friday. It involved a game night with Zombie Tag in the library and the TAB pulled out the fog machine and party lights. Brad Clark also reported on visiting the Middle Schools (Wood and Meridian Creek) to promote the events where he sees almost all of the middle school students each month and reminds students not only of the events, but other library resources as well. Steven Engelfried also reported on a few upcoming things for children. Deborah Gitlitz, outreach librarian, is doing early literacy training for childcare staff in the area as well as parent presentations. Youth services staff will provide storytelling at the city Harvest Festival in October as well as represent at the City Hall tour that all 2nd graders participate in annually.

3. Library Tour – Steven Engelfried took the board on a tour of some of the planned upcoming changes in the renovation. This included possible changes to the entryway, explanation of how the service desks (circulation, reference, and the children's desk) will be reduced in size and the reference desk location shifted to open up the center of the building, as well as movement of the public computers and some collections.

4. Librarian's Report – Steven Engelfried shared points from a written report* provided to him by Pat Duke:

- RFID is complete and new self-check machines are at almost 70% of check-outs.
- Historical Society continues to meet, and recently had a consultant talk about handling collections currently stored in the library.
- Library Renovation design phase is nearing completion and on the Nov. 7th City Council agenda to get approval to go to bid.
- Summer Reading Program was a success and on par with last year and additionally saw an uptick in science log finishers this year.
- The Library Foundation's wine tasting fund raiser is Nov. 4th and tickets are available now.

- West Linn and Wilsonville libraries are working alongside WLWV School district staff to begin working together better. Youth Services staff has met with librarians from the schools and the Directors from each library will meet soon with the School District Superintendent.
- The Dolly Parton Imagination Library is expanding. West Linn Library Foundation is looking at starting the program and Pat was currently travelling the state to promote and encourage smaller rural counties and libraries to participate.

5. 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 beginning of the document up through the Access by Children section*. Reggie Gains moved to accept the changes discussed, Miriam Pinoli seconded the motion, and the board voted unanimously to make the changes*. Further sections of the document will be reviewed at future meetings.

6. Fiscal Year 2018 Workplan Presentation – Due to Pat Duke’s absence there was no Workplan presentation.

7. Annual Library Report- Due to Pat Duke’s absence there was no Annual Library Report.

9. Friends Report – Steven Engelfried shared that there is an upcoming annual meeting on October 17th and the Friends are currently in need of a Recorder and a Vice President.

10. Foundation Report – Miriam Pinoli and Caroline Berry reported that at the last Foundation meeting there was much talk about the Imagination Library and its growth as well as the upcoming wine event fundraiser.

11. Library District Advisory Committee Report – Caroline Berry reported that a subcommittee was formed at the last meeting to do a more in-depth review of each libraries budget to see how county money was being used on services and capital improvements. They will also be coming up with a better reporting system for the future. Greg from network also presented on the conversion to RFID and how it’s added to efficiency across the county.

NEW BUSINESS: There was no new business.

ROUND ROBIN

The board thanked Steven Engelfried for stepping in in Pat Duke’s absence.

Meeting adjourned at 7:50 P.M.

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

Respectfully submitted,
 Brad Clark
 Board Secretary

***Copy available from Board Secretary**