

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
August 10, 2017

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

MEMBERS EXCUSED: Miriam Pinoli

STAFF PRESENT: Patrick Duke, Library Director

The meeting was called to order by Chair rich Dougall at 6:30 P.M. in the Rose room at the Library.

Minutes of the June 28, 2017 meeting and July 26, 2017 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Staff Meet and Greet – Pat Duke shared that due to the short turn around on meeting time no staff member was available.

2. Youth Services – Mallory Nelson reported the final teen event of the summer took place on July 31st. She was unable to attend, but shared that the watermelon explosion with rubber bands did not go to as planned. With the rubber bands creating plenty of tension on the watermelon it was dropped a few feet onto a picnic table and it finally blew up. April 18th the Teen Advisory Board will have a special day just for them to spend together for fun.

3. Librarian's Report – Pat Duke reported on:

- Summer Reading Programs beginning to wrap up. To date 2307 kids and teens have signed up, 648 have turned in reading logs, and 290 have turned in science logs. Those numbers will continue to increase through the end of August. Summer science classes finished up last week.
- The internet in the library. The computers were surprisingly full at one point and about 3 people were not granted an extension on the 2 hours per person limit. One of those patrons left unhappy, called several people at the city, and refused to talk to Pat. He then wrote a letter* to the mayor to complain. Pat replied to the patron with an email explaining computer use policy and the philosophy behind it which includes the goal of maximizing the number of users on the machines. Patrons are not kicked off, but time may not be granted extra time beyond the typical policy at busy times. In a separate incident a different patron has been having trouble with using the library wifi on his mobile device and occasionally gets bumped off. His issue has been assessed from every possible angle and while it is still not 100% clear what the problem is, the coming renovations may address his needs with a wifi upgrade.
- The Library remodel. Construction documents are being created and it is possible they might go out for bids in October. If all goes well construction could start Mid-November, lasting 4-6 months. There are conversations going on about how to keep the library open during construction. The renovation budget is already looking tight so Pat is evaluating areas to cut back.
- RFID transition. The self-check machines have been installed for patrons use. Before the machines there was 38% self-checkout rate, and since installation there is a ready an increase to 67%.

4. Review Annual Calendar – Patrick Duke presented a new proposed annual calendar* and showed how it re-centered planning around the budget. The board discussed needing more time for a couple of items, so the 2017 calendar was amended to reflect covering the workplan presentation in September and policies and procedures to continue into October. The Board approved the 2017-2018 Calendar* as amended.

5. Election of Officers (fiscal year 2018) –Rich Dougall welcomed Caroline Berry back as an official Library Board member and opened the floor for Vice Chair election. Megan Chrisman nominated Reggie Gaines for the position, and Caroline Berry seconded the motion. A unanimous vote was taken in favor of Reggie Gaines for the position of vice chair. Rich Dougall thanked Reggie for his continued service on the Board, as well as with the Foundation.

6. Policies and Procedures – The board reviewed the 2016 Policies and Procedures* that had been sent out in a previous email with proposed changes for 2017 which were focused on the library behavior section. Pat Duke shared that after talking with staff and reviewing with Steven Engelfried, Library Services Manager, and Shasta Barnes, Library Operations Manager, fewer additions to the policy were needed, but more changes to systems around policies were where gains were needed. To that end training on what the actual policies are at a staff meeting is being planned and a new reporting system is being created for when incidences occur. The Board discussed how to strengthen the documents language for the safety of staff and patrons and three amendments were decided upon in section III Library Behavior: 1) the words “creates an unsafe environment” were added to the first paragraph after “Library” and before “or interferes with”; 2) the words “but not limited to:” were added at end of the first paragraph before the bullet points; and 3) the words “or language” were added after “Threatening or aggressive behavior”. Megan Chrisman moved that the document be approved as amended, and the board voted unanimously to in favor. Continued review of the rest of the document, and suggested changed will be forwarded on to Pat Duke and reviewed at future board meetings.

7. Workplan presentation- Pat Duke reported that due to time constrains he was unable to bring a finished workplan presentation, but that it is on the calendar for the next meeting.

8. OLA Membership Renewal – Pat Duke presented the option for Library Board Members to have membership in the Oregon Library Association. Caroline Berry expressed interest in a membership and will be contacted by someone from the library to get that set up.

9. Banned Book Week – Pat Duke reported that Banned Book Week begins on September 24th. Malia Laugton will be wrapping books in brown paper with an explanation of why it was a challenged book. RFID will allow complete covering of books so that people will not know what it is until they check it out.

10. Friends Report – Pat Duke reported that the friends had not met since the last board meeting, so there was nothing to report.

11. Foundation Report – Reggie Gains reported at their last meeting the Foundation had invited the Dougall family to hear about what the foundation does. The Foundation also introduced new members Bob Renfro and Miriam Pinoli at the meeting, and received a check from ORPAC for \$10,000. Fundraising and continued discussion of the November 4th wine event were also discussed. Pat Duke shared that ORPAC had been invited to be the title sponsor for the wine event and they sounded positive about the partnership.

12. Library District Advisory Committee Report – Caroline Berry reported that they will meet at the end of the month.

NEW BUSINESS: There was no new business.

ROUND ROBIN

Rich made it to Jon Gails memorial and shared what a great representation it was of his impact on his community and those who knew him.

Meeting adjourned at 7:58 P.M.

The next regular meeting is scheduled for September 27 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**