

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
July 26, 2017

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

MEMBERS EXCUSED:

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

Caroline Berry attended as a guest, and is currently awaiting possible reappointment

The meeting was called to order by Chair Rich Dougall at 6:32 P.M. in the Rose room at the Library.

Minutes of the June 28, 2017 are to be amended and resubmitted at the next meeting.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported that the teens are preparing for the Party in the Park, end of Summer Reading Program celebration next week with an exploding watermelon, diet soda and Mentos demonstration, and of course the annual water fight. Other teen events since the last board meeting included a Magic Workshop, a Lego Building event, and a recent Game Day. The Teen Advisory Board recently elected a new President, Eleanor Marshall, and Vice President, Amelia Postma, as well as appointing a Media chair and Event Host chair. Leadership positions cycle annually as the TAB wraps up the school year and enters the summer.

2. Staff Meet and Greet – Julie Petersen was welcomed by the board. She is a Clerk 1 and mostly involved with circulation. She has worked at the library for ten and a half years as a part time employee after having volunteered for a couple of months before was hired. She is also a part of the social media committee helping to explore and boost digital connections with the community. She enjoys working with the public and in her free time likes to hike, travel, and read.

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

- Annual Statistic. Overall physical circulation is down, but online checkouts have grown. To better serve the community directors from Clackamas County libraries are experimenting with “per-use” fees of online material versus purchasing digital copies. This opens the door for comparison of “always available” collections, versus “one-at-a-time” items with a hold queue. The overall direction is to change how we collect physical items and likely move towards a more popular physical collection and take funds from other items that would have been purchased and move them towards digital collections.
- Jon Gail, the City's Community Outreach Coordinator, passed away on the previous Friday night from a heart attack. It is a big loss for city staff and services. He was well loved by his family, friends, and coworkers. The family wanted an outdoor service which has been set for August 7th, at 10:00am at the river shelter in Memorial Park.
- Imagination Library. Plans are moving forward for the Rippey foundation to provide half of the program cost for small counties throughout the state of Oregon if they sign up by June of 2018. Pat Duke is working with Jan Rippey to connect with libraries around the state. Caroline Berry and Reggie Gains will also be promoting Imagination library at the Kiwanis fun run, and Hilly Alexander is working on getting a table for promotion at the Wilsonville Farmers Market.

- **The Remodel.** The architect submitted a draft of design plans and gave a week to review plans and provide feedback. There was a session with the library staff and designers focusing on the service desks. Additionally Pat Duke reported that since carpet throughout the library will be replaced, and possibly tile in the foyer, it appears likely that some library services may be disrupted and the library may need to close. It is impossible at this time to know to what extent and for how long that may be, but options are being evaluated. Some possibilities under consideration are using the meeting rooms for limited services and/or using staff for more outreach opportunities.
- **Summer Reading Programs.** A summery page* with current totals for children and teen sign-ups and finishers was shared.
- **RFID.** Staff has been trained and will be assisting patrons at self-checkout machines which will be installed on Monday. One of the questions that this has brought up is whether we will continue to have DVD security locks to smooth out the process. Ideally, with security gates, those locks will no longer be necessary.
- **Policy Issues.** Staff training regarding patron behavior took place last month and following that staff asked for clarification on policy for how inappropriate behavior by patrons can be handled by staff. Pat Duke, Shasta Barnes, and Steven Engelfried have met and are moving forward on getting policy written but have not yet gotten a draft together. The board discussed the importance of moving forward on this issue as quickly as possible as this was a staff safety issue. An additional board meeting was discussed, and ultimately moving the August board meeting up from August 23rd to August 10th.

4. Review Annual Calendar – Patrick Duke shared a new proposed draft for the 2017-2018 Library Board Calendar*. The board chose to review the document and will vote on it at the next meeting.

5. Election of Officers (fiscal year 2018) –Rich Dougall suggested moving the election of the vice chair to the next meeting when, in all likelihood the open board position will be filled and there will be a full board. Caroline Berry’s position on the board is awaiting confirmation by the mayor. The board agreed.

6. Workplan presentation- In the interest of time Pat Duke requested that the workplan presentation moved forward to the next meeting and the board agreed.

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

8. Foundation Report – Pat Duke reported that the Foundation appointed two new members to the board and is continuing recruitment for additional people to the board. Planning goes forward for the wine event on November 4th. It looks like the library will be available again this year for the event. The fundraising committee led by Alan Stieger is looking at how the Foundation raises money currently and how it will raise money as it goes forward. Reggie Gains added that insurance for the Foundation has been discussed and they are getting bids.

9. Library District Advisory Committee Report – Caroline Berry reported that they did not meet.

NEW BUSINESS:

ROUND ROBIN

Meeting adjourned at 8:01 P.M.

The next regular meeting is scheduled for August 10 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**