

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**May 24, 2017**

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

**MEMBERS EXCUSED:** Rich Dougall, Vice-Chair

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

The meeting was called to order by Chair Megan Chrisman at 6:31 P.M. in the Director's Conference room at the Library.

Minutes of the March 22, 2017 meeting were approved as distributed.

**ONGOING BUSINESS/CALENDAR ITEMS:**

**1. Youth Services** – Mallory Nelson reported on a Teen Lounge Night that had occurred the previous Friday night. Activities included Karaoke and Group Trivia games as well as snacks and drink with the teens traditional ticket drawing and search through the library for a hidden object. Book prizes were awarded from the like-new collection of donated teen books. The preceding Teen Advisory Board meeting had focused on the event, talk about the outgoing and incoming board members, as well as set up for a Summer Reading Program events meeting to finalize planning.

**2. Librarian's Report** – Pat Duke distributed two documents\* reflecting: 1) the current status of RFID tagging in our library and throughout the county and 2) the final untagged items currently being tracked down. After reviewing for the board what the tagging process entailed he explained that Wilsonville is furthest along in the tagging process among county libraries. RFID tagging has also allowed for an unprecedented inventory check of items in the library. When it is completed there will be a more complete picture of what has gone missing and future loss will be minimized. Special appreciation was shared for the volunteers who help make so many things possible at the library and in particular the time that was dedicated to this project.

Pat Duke also updated the board on the remodeling project. Three documents\* were distributed: 1) a library map showing the current projected rearrangement of the collection; 2) a brief summary of the 2017 and 2018 fiscal year budgets as they relate to the remodel; and 3) a detailed spreadsheet of the 2017 fiscal year budget showing how, through savings, expenses for the RFID project are covered. The documents were reviewed by the board and Pat Duke provided an overview.

**3. City Budget Committee meetings** – Pat Duke reported that the Library budget will be reviewed at the June 1 Budget Committee meeting for anyone who would like to attend.

**4. Policies & Procedures Review** – Megan Chrisman pointed out that language throughout the current document is not always consistent. Due to time constraints and the size and importance of the Policies and Procedures the document will be distributed to the Board with proposed changes by Pat and Megan for further review. The Board agreed to review and submit changes to Pat via email so that they can be compiled and presented at a future meeting for a more thorough review.

**5. Distribute Annual Board Report Card Forms** – Brad Clark distributed board report card review documents\* to the board members. They can be filled out and returned in person or scanned and emailed. Digital copies will be distributed as well, and reminder emails.

**6. Friends Report** – Pat Duke reported that the friends have contributed \$15,000 to a project to have an LED community display board placed in front of the library. Other funds from a community enhancement grant as well as at-cost discounts from Professional Sign and Graphics have made this project possible.

**7. Foundation Report** – Pat Duke shared that at the last meeting Foundation meeting the April luncheon event was debriefed. Additionally they discussed opening up more board positions and adding more members in the future. A subcommittee was formed to create a process for that.

**8. Library District Advisory Committee Report** – Caroline Berry shared that there had not been a meeting recently and that there is an upcoming meeting next week.

**NEW BUSINESS:** No new business.

#### **ROUND ROBIN**

**Meeting adjourned at 8:18 P.M.**

**The next regular meeting is scheduled for June 28 at 6:30 P.M. at the Library.**

Respectfully submitted,  
Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**