

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
January 25, 2017

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

MEMBERS EXCUSED: Rich Dougall, Vice-Chair

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

CITY COUNCIL LIAISON: Susie Stevens

The meeting was called to order by Chair Megan Chrisman at 6:33 P.M. in the Rose Room at the Library.

Minutes of the December 7, 2016 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported that there was a teen event December 9th which was a game day. She unable to attend the January 13th Winter Party III event because of weather, so Brad Clark reported that it included several winter themed games, including a real snowball toss game, and a paper “snowball” fight.

2. Librarian’s Report – Pat Duke shared the following:

- Initial equipment orders for RFID tagging equipment for each library in the county have been turned in and contracts are being finalized. Hopefully by the end of the month the order will be submitted. The staff is ready to be trained and move forward. In the meantime old and unused items are being weeded from the collection, saving time and money when the tagging process begins.
- The library renovation moves forward with a kick-off meeting with the architect and several staff members at 9:30am tomorrow morning (1/26/2017) to help share the vision for the work that is to be done.

3. Budget Planning – Pat Duke reported that the Library budget has been submitted for review. It is primarily a status quo budget with a request for the Foundation to contribute funds to add a possible 4 hours per week for the Outreach Librarian. The city Budget Committee mid-year review meeting will take place on March 15th. Other upcoming budget committee meetings are scheduled for May 18th, June 1st, and if necessary a third on June 8th.

4. Meeting Room Policies and Procedures Update- Megan Chrisman inquired about follow up to last month’s request for feedback from staff regarding study rooms. Pat Duke reported that he spoke with Circulation staff about room use and whether further policy is needed to guard against abuses. Staff confirmed that there have been no incidents that require additional changes to the current policy, and that the flexibility of current policy allows for staff to help find solutions for those who need to use the spaces available.

5. Library Anniversary – The 35th Library Anniversary is on Feb 14th, 2017. Pat Duke shared that celebrations for the day include cake at the library starting at 2pm for everyone, as well as removal of up to \$10 of overdue fines all day long for all patrons who take care of fines on that day.

Additionally Dolly Parton's Imagination Library program will celebrate its 5th year of operation in Wilsonville on February 14th. Currently just over 700 kids are enrolled in the program and about 650 have graduated from the program. There are easily another 700 kids in our community who could potentially benefit from this program. On February 13th from 5-7pm Findlay Dodge Chrysler will hold a celebration for Imagination Library as it is their charity of the month.

6. OLA Conference Sign-ups –The Oregon Library Association annual conference is in Salem on April 20-22. Pat Duke encouraged any Board members interested in attending the conference to talk to Brad Clark and the library will pay for them to go. Deborah Gitlitz will be doing a presentation on the LSTA Grant and the Guadalajara Book fair.

7. Friends Report – Pat Duke reported the Friends have about \$46,000 in their budget. At the end of the year they approved a new budget that essentially rolled the existing budget over with a few small tweaks.

8. Foundation Report – Pat Duke reported that he met with the new Foundation President Joe Brouillette about where the Foundation will be heading in the next year. While the Foundation changed its model for fundraising in the last year it still did well financially and will continue to make the small changes necessary to grow and maximize its effect.

9. Library District Advisory Committee Report – Caroline Berry shared that the committee met the Monday previous. Each library submitted an annual report with expenditures and revenue and so discussion at the meeting centered on how detailed they should get into the miscellaneous items on the budget. It was also discussed how public input should be taken at meeting from those attending who are not on the committee.

NEW BUSINESS: Pat Duke shared that one of the elementary school Family Nights was in process. Each year Youth Services Staff coordinate with all three elementary schools in town have one or two nights dedicated for each of their schools. Families are invited to the library for an introduction to services provided at the library and to obtain a library card. Children are each given a free book and other incentives are shared with families.

COUNCIL LIAISON'S COMMENTS: Suzie Stevens reported on two big projects that the city has in process. This coming Tuesday night is the kick-off for the task force for the French Prairie emergency pedestrian bike bridge. There is a grant to do the feasibility study and now citizen input is beginning to be acquired. This will be a regional project so there will be many groups sharing their voices. The Town Center Redevelopment Task force is also beginning to form. The newest Councilor Kristin Akervall will be chairing that group which is still being put together and is projected to start meeting in March.

ROUND ROBIN

Meeting adjourned at 7:52 P.M.

The next regular meeting is scheduled for February 22 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**