

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
October 26, 2016

MEMBERS PRESENT: Megan Chuinard, 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 Chuinard at 6:30 P.M. in the Director's Conference Room at the Library.

Minutes of the September 28, 2016 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported on the Book to Movie event that was the first teen event of the school year. It was a lot of fun even though attendance was down a bit from previous events. The 13th Annual Teen Murder Mystery and Costume contest is to be held on October 28th.

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

- The events calendar for November* was distributed and a few events highlighted such as Slightly Spooky Stories and the Pumpkin Patch Polka.
- LINCC held an All Staff day on Columbus Day for training and networking.
- November 8th, Election night, there will be an event in the Oak Room to watch returns.
- Tomorrow, Thursday the 27th, Wilsonville Stage will be presenting the Cemetery Club in the Oak Room.
- Non-fiction bathroom repairs are finally finished. It was a big job re-piping from the main line. The water will be retested and re-opened once the results are received.
- Request for Proposals for renovations in the library are out and are due back in the next couple of days at which time they will be reviewed to begin the selection process. Eric Mende, Matt Baker, and Pat Duke will be working on the selection process together.
- RFID equipment should be ordered soon and received in late November to early December. Once a model is created for tagging using that equipment, teams will be created using staff and volunteers. It is estimated to take 500 team hours to complete tagging. If all goes well the hope is to be done tagging by the end of January.
- Interviews were held last Friday for the Operations Manager position. A selection was made and that person passed background checks and has accepted the offer. A start date has yet to be determined.
- Recent online comments regarding the library have led to the need to have a professional online presence to respond to patron needs and concerns. The city is creating a system for public records retention as it relates to online posting.

3. Goals and Objectives Review –Pat distributed the Library Work Plan for the current year with added notes in the comments section showing actions that have been taken toward reaching the goals*. The board was encouraged to look it over and share any questions or comments.

4. Meeting Room Policies and Procedures Review- Pat Duke presented the current Policies and Procedures document* as it exists along with a draft showing proposed changes* to the Fees table reflecting recent upgrades to audio visual systems in the Rose Room. Additionally, information from the website regarding study room use was added to the fees table, however the rest of the policy needs further review to make sure those rooms are accommodated correctly. Policies will be reviewed again next month.

5. Friends Report – Pat Duke shared that Suzy Sivyer was re-elected as the Friends of the Library President at a special annual meeting.

6. Foundation Report – Pat Duke reported that the Foundation’s fundraising event went very well with wine tasting, and an auction. Final numbers on the amount raised are not yet known, but the strength of having the event in the Library, while building a new model for raising funds, was highlighted.

NEW BUSINESS: Caroline Berry enquired about the current state of the Wilsonville Historical Society. Pat Duke reported that there have not been any changes, but that it is in the Work Plan to be addressed.

COUNCIL LIAISON’S COMMENTS: Suzie Stevens reported that several Transit issues are being looked at and addressed by council. The Brown Road Project, and Kinsman road extension, as well as other traffic solutions are a big focus for the city at this time.

ROUND ROBIN

The Board acknowledged and congratulated Pat and the library for its excellent scores in Wilsonville’s biennial survey of city services.

Meeting adjourned at 8:00 P.M.

The next regular meeting is scheduled for December 7 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**