

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
May 25, 2016

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

MEMBERS EXCUSED: Alan Steiger

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

CITY COUNCIL LIAISON: Susie Stevens

The meeting was called to order by Chair Caroline Berry at 6:30 P.M. in the Director's Conference Room at the Library.

Minutes of the April 27, 2016 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported on the Disney themed teen event with Trivia, Pictionary, crafts, games and activities that took place on the Friday previous to the meeting. She also shared that the Collating Party for Summer Reading Program material is coming up this Saturday March 28th from 9am-12pm.

2. Librarian's Report – Pat Duke reported on several points:

- Summer Reading Programs begin June 6th with Teen programs beginning on the 13th, and children's programs the week of June 20th. Approximately 2500 kids will sign up.
- The Friday Family Films shown in the summer will expand its program to include a Spanish film at 2pm following the English language film. Outreach librarian Deborah Gitlitz will be in attendance to make connections with any Spanish speaking families that attend.
- SRP t-shirts are available at for anyone who is interested.
- Pat is currently reviewing a draft of an Outreach Plan submitted by Deborah Gitlitz
- Adult Services Librarians are currently touring other libraries to look at other library layouts and programs. They are evaluating the look/feel and experience from a patron's point of view hoping to gain insights as to how we can best serve our community.
- Statistics this month reflect changes across society. Print material is shifting away from paper to e-books, as well as away from practical non-fiction categories that can be easily learned online via video. It is our hope to make sure that the collection reflects what people are looking for in the building.
- Projects have been identified by an energy services contractor, through Public Works, for building upgrades. The most important of those are HVAC systems in the old side of the building, as well as those that regulate the Oak and Rose Room.

3. Distribute Annual Board Report Card Forms– Caroline Berry enquired as to whether the forms could be emailed and Pat Duke agreed that they could. It was decided that Brad Clark would email them within the week.

4. Policies & Procedures final review- Megan Chuinard had several helpful edits to the Policies and Procedures, and everyone on the board gave feedback and found improvements to be made. The board will review an updated copy of the Policies & Procedures at the next meeting once all of the changes have been made.

6. Friends Report- Pat Duke reported that the Friends did not meet.

7. Foundation Report – Pat Duke shared about the Spring Luncheon fundraiser. Overall it was a nice event that accomplished what it was designed to do. The Foundation will be developing a plan for continuing to work with donors throughout the year.

NEW BUSINESS: No new business.

COUNCIL LIAISON'S COMMENTS: Suzie reported that there is no update for filling the soon-to-be open position on the Library Board (Alan Steiger's term ends June 30). Some applications have been submitted, and it is on the June 4th Council agenda to be discussed, but that is all that is known.

Meeting adjourned at 7:53 P.M.

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

Respectfully submitted,

Brad Clark
Board Secretary