

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
March 23, 2016

MEMBERS PRESENT: Caroline Berry, Chair; Reggie Gaines, Vice-Chair; Rich Dougall; Megan Chuinard; Alan Steiger

MEMBERS EXCUSED: Mallory Nelson, Youth Representative

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 6:34 P.M. in the Director's Conference Room at the Library.

Minutes of the February 24, 2016 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Brad Clark reported the teen event on the Friday previous to this meeting was a Divergent event coinciding with the release of the latest movie from that franchise. Teams of students broke up into "Factions" as per the book and played in a head to head capture the flag tournament. While other factions waited the last movie played while other activity stations were available around the room.

2. Librarian's Report – Pat Duke reported:

- The Youth Services Staff has taken a 2 week break in programming for planning and preparation for the next season of programs. All programs start back up next week
- Steven Engelfried was announced as the new Library Services Manager. This is the final position in the budget ad package from last year. This allows for the professional side of the library to have the structure to better serve the community.
- Last week a meeting took place with all the librarians in the building to brainstorm new programs and ideas for the building. Those ideas are being sorted into broad themes and begin to show where the library is going. This should help feed into ideas for the Library Foundation and how its donors can better partner with the library.
- Food For Fines in February was a great success bringing in more than 1900lbs of food for Wilsonville Community Sharing. Staff did an excellent job confirming that donations were acceptable and not expired. There will be one more week of food for fines during National Library Week in April.
- Some of the Library's statistics are not fully available this month, but should be available for the April Meeting

3. Policies & Procedures, Collection Development Review—Pat Duke reported that copies of the current Library Policies and Collection Development Policies was emailed for review.

- Allan Steiger requested a summary of Board responsibilities regarding policy. Pat Duke will prepare a document for the April meeting.
- Megan Chuinard asked about policy regarding presentation of a library card or picture ID, and how that is handled for children.
- Pat Duke said that he would review the ID policy as well as the county wide policies along with the Operations Manager Kim Robben, and present any possible changes.

5. Notify Council of Expiring Terms – Alan Steiger shared that his term on the library board expires at the end of June. Pat Duke will contact the City Clerk.

6. Library District Update- Pat Duke reported on actions of the Board of County Commissioners, sitting as the Library District Board:

- The Board of County Commissioners is directing staff to amend the Board Order regarding the Library District to allow District revenue to be used for capital projects, and to enter into negotiations with cities to amend the district IGA (Intergovernmental Agreement) regarding this use, as well as district revenue oversight by the county.
- The Board of County Commissioners is withdrawing from the Gladstone City/County IGA over disagreements regarding the construction of the new Gladstone Library.

7. Friends Report- Pat Duke shared that Jan Rippy made a presentation to the Friends thanking them for the support of the Dolly Parton Imagination Library.

8. Foundation Report – Alan Steiger reported that the Foundation is planning a spring fundraiser luncheon on May 24th the Charbonneau Country Club. MaryKay Dahlgreen the Oregon State librarian will be speaking, at this invite only event.

A proposal for the Foundation's budget has been submitted, but it is a bit delayed due to health issues for the treasurer.

NEW BUSINESS: No new business.

COUNCIL LIAISON'S COMMENTS: Susie Stevens reported that there is a new budget committee chair. The city is also working on new way-finding signs for bike riding around the city, and the city received a grant from Metro looking at redesign/development of the area from Thriftway north to the Cinema.

ROUND ROBIN:

Thanks to Caroline for her service not only on this board, but her other work in leadership groups and the library district advisory committee.

Meeting adjourned at 7:58 P.M.

The next regular meeting is scheduled for April 27 at 6:30 P.M. at the Library.

Respectfully submitted,

Brad Clark
Board Secretary

***Copy available from Board Secretary**

**Monthly Statistical Report
February 2016**

	FEB 2016	FEB 2015	FEB 2014	% Change 16-15	% Change 16-14
CIRCULATION					
Adult Non-Fiction	4508	4829	5076	-7%	-11%
Adult Fiction	4683	4796	4617	-2%	1%
Total Adult Books	9191	9625	9693	-5%	-5%
Young Adult Books	914	982	757	-7%	21%
Children's Non-Fiction	2750	2548	2506	8%	10%
Children's Fiction	10227	9096	9394	12%	9%
Total Children's Books	12977	11644	11900	11%	9%
TOTAL BOOK CIRCULATION	23082	22251	22350	4%	3%
Software	126	67	125	88%	1%
Magazines	534	550	516	-3%	3%
Videos/DVDs	9149	9150	9629	0%	-5%
Audio Books/Kits	1969	1930	1951	2%	1%
CD Music	1566	1606	1866	-2%	-16%
Miscellaneous	164	283	333	-42%	-51%
TOTAL PHYSICAL CIRCULATION	36590	35837	36770	2%	0%
Library 2Go	1825	1530	1530	19%	19%
TOTAL CIRCULATION	38415	37367	38300	3%	0%
FIRST TIME CHECK-OUTS	28412	27257	27307	4%	4%
INTERLIBRARY LOANS					
Borrowed	8911	8977	9518	-1%	-6%
Loaned	14078	14414	13176	-2%	7%
NET I.L.L.	5167	5437	3658	-5%	41%
BORROWERS (at month's end)	19080	18515	17908	3%	7%
REFERENCE QUESTIONS	1881	2028	1407	-7%	34%
ITEMS PROCESSED					
Purchased Items	879	857	711		
Gifts Added	114	148	207		
TOTAL ITEMS ADDED	993	1005	918		
Items Withdrawn	719	424	647		
RESERVATIONS-MEETING ROOMS	228	233	217		
VOLUNTEER HOURS	1046	1035	898	1%	25%