

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**February 27, 2019**

**MEMBERS PRESENT:** Megan Chuinard, Chair; Miriam Pinoli, Vice-Chair; Caroline Berry; Rich Dougall; Yasmin Ismail; Halle Schweigert, Youth Representative

**MEMBERS EXCUSED:**

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

Chair Megan Chuinard called the meeting to order at at 6:34 P.M. in the Rose Room at the Library.

The Board approved minutes of the January 23, 2019 meetings as distributed.

**ONGOING BUSINESS/CALENDAR ITEMS:**

**1. Youth Services** – Halle Schweigert reported she was sick for the last two teen events, but heard positive feedback on the early-release Lego movie and free-building event on February 13 in the teen area and the Anti-Valentine’s Day that took place on February 15. Brad Clark shared more of the details of the Anti-Valentine’s Day event activities like cookie decorating and defacing of Romance Novel book covers.

**2. Librarians Report** – Pat Duke shared:

K.T. Austin, who comes from the Multnomah Library system, has filled the Support Services Coordinator position. She is currently in library school for technical services and specializes in collection and cataloging.

The Library of Things survey closes February 28. 3,500 responses have been collected throughout the county so far.

West Linn Library has begun its Dolly Parton Imagination Library program and between our two libraries, everyone eligible in the West Linn Wilsonville School District is now able to sign up.

Statistics show that circulation is up about 4% in print and some other areas.

The Budget for the next year was submitted and Pat has a meeting with the City Manager in a couple of weeks to discuss it.

The interior designers shared a layout plan\* and sample pictures\* for the current phase of the furniture plan. Next steps should be going to bid so that we can be done with the project before June 30.

The Community Message Board, originally priced in 2017 for \$28k and to be paid for by a grant and through the Friends of the Library has been updated. Pat shared documents showing the design after the Wilsonville Wayfinding Task Force helped unify it with the look of other signage that will be installed around the city. Due to the increase in cost for changes to the look and delay in the project there is a request going to the city to pay the difference. The library board immediately raised concerns about the colors that were showing in the examples presented and asked for clarity about what the actual colors are actually planned.

**3. Annual Board Report Card** – Brad Clark reported that digital copies of the 2018-2019 library board evaluation survey would be sent out immediately. The Board is encouraged to fill out and return them as soon as possible.

**4. Behavior Policy** – The Board reviewed a document\* created by Shasta Barnes, Operations Manager, and presented by Pat Duke reviewing policies previously discussed and including possible new language regarding tethering of animals outside the library.

The board discussed the issues with barking, length of time, and safe passage for children and families near the front doors. The board wanted to discuss further after an investigation into any county codes that may apply and considerations as to what a designated tethering area might look like outside the library.

**5. FY20 Goals & Objectives Review** – Pat Duke shared and discussed the 2019-20 Goals and Objectives document\*. We are at the end of the timeline for the last strategic plan, and hoping to begin the process again for the coming years. After some review of met goals Megan Chuinard suggested that results should be compiled in a document. Pat will put that together and have it ready by May.

Megan asked about partnerships with the Stem Hum and Early Learning Hub. Pat has been a part of both and could not find a way specifically to partner with the Stem Hub, as most of its influence seemed to be in schools. Megan asked about possibly having other staff be involved.

Miriam Pinoli also asked about partnerships that had been added and Pat reviewed the various work with Rotary, Historical Society, Kiwanis, Dolly Parton Imagination Library, and others that was done over the last several years. Due to time, further questions we asked to be sent to Pat via email.

**6. Friends of the Library Report** – Pat Duke shared that there was no meeting this month.

**7. Foundation Report** – Caroline Berry and Miriam Pinoli reported that the Foundation was working on a French themed spring event for donors as a thank you. They are hoping to arrange it around a Storytime in early May highlighting a Dolly Parton Imagination Library story.

**8. Library District Advisory Committee Report** – Megan Chuinard reported that there was no meeting last month.

**9. Library Boards Comments to City Council** – The previously mentioned color of the planned Digital Community Announcement Board is a concern of the board.

**NEW BUSINESS:**

**ROUND ROBIN**

**Meeting adjourned at 8:07 P.M.**

**The next regular scheduled meeting is March 27 at 6:30 P.M. in the Directors Conference Room at the Library.**

Respectfully submitted,  
Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**