

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**May 22, 2019**

**MEMBERS PRESENT:** Megan Chuinard, Chair; Miriam Pinoli, Vice-Chair; Rich Dougall; Caroline Berry

**MEMBERS EXCUSED:** Yasmin Ismail; Halle Schweigert, Youth Representative

**STAFF PRESENT:** Pat Duke, Library Director; Barbara Jacobson, Assistant City Attorney

**ALSO PRESENT:** Suzi Stevens, City Counselor

Chair Megan Chuinard called the meeting to order at 6:35 P.M. in the Rose Room at the Library.

The Board approved minutes of the April 24, 2019 meetings as distributed.

**ONGOING BUSINESS/CALENDAR ITEMS:**

**1. Public Meeting Law Requirements** – Barbara Jacobson, Assistant City Attorney, joined the Board and shared information on Public Meeting Laws. An article on emailing, a summary of Public Meetings and Records Law, some social media best-practices, as well as information on “Roberts Rules” were all provided.\* Guidelines for communications were given to ensure no violations of public records are being made. The board discussed issues around quorum, “reply-all” emails, and involvement in related bodies like the Library Foundation to affirm compliance with meeting laws.

There were also questions about the forthcoming Library of Things and liability.

**2. Youth Services** – with Halle Schweigert absent, there was no report on recent/upcoming teen events.

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

Work on the Electric Avenue car charging station is moving forward. The Library Board’s suggestions on placement of transformers and other visible structures are shaping the plan.

Summer Reading Program starts June 10 for all ages. Youth Services programs start back up June 17. Currently the YS staff is visiting schools doing promotion for the summer programs.

Increase in homeless needs and those struggling are showing. City Hall is starting to see similar changes and citywide discussion are beginning with talks about changes that may be necessary for the city.

**4. FY 19 work plan review** – Due to time, and other discussions this item on the agenda was skipped.

**5. Discuss Possible Meeting Day Change** – Megan Chiunard reminded the board that this discussion was dependent on when the Library District Advisory Committee would be

holding their meetings. Pat Duke reported there was no set plan for LDAC yet and the board will wait to confirm there are no conflicts.

**6. Behavior Policies** – The Board decided, based on time, to hold discussion on this item until the next meeting.

**7. Friends of the Library Report** – Pat Duke reported that the Friends met and approved money for STEM (Science, Technology, Engineering, Math) kits in our library, which supports a countywide initiative.

**8. Foundation Report** – Caroline Berry reported on the French themed thank-you party held for supporters on May 8. It was a great success, even collecting a few donations, where a long time participant of the Dolly Parton Imagination Library provided a wonderful example of how the program supports early literacy and learning to families.

The Foundation has joined the Chamber of Commerce and will be hosting a Spark meeting sometime before the November 9 Fall Wine tasting event.

**9. Library District Advisory Committee Report** – Pat Duke reported that the task force creation is moving forward with representation from each member city. Elected officials will no longer be required to fill any of those positions.

**10. Library Boards Comments to City Council** – No special comments to be made. Counselor Suzy Stevens will share some of the comments surrounding discussions of those in need in our community.

**NEW BUSINESS:** No new business

**ROUND ROBIN**

**Meeting adjourned at 8:15 P.M.**

**The next regular scheduled meeting is June 26 at 6:30 P.M. in the Directors Conference Room at the Library.**

Respectfully submitted,  
Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**