

## **Draft: For Approval**

**Wilsonville Public Library  
LIBRARY BOARD MEETING MINUTES  
July 24, 2019**

**MEMBERS PRESENT:** Megan Chuinard, Chair; Rich Dougall; Caroline Berry; Yasmin Ismail; Olivia Jensen, Youth Representative

**MEMBERS EXCUSED:** Miriam Pinoli, Vice-Chair

**STAFF PRESENT:** Pat Duke, Library Director; Brad Clark, Secretary; Jo Caisse, Youth Services Librarian

Chair Megan Chuinard called the meeting to order at 6:30 P.M. in the Rose Room at the Library.

The Board approved minutes of the June 26, 2019 meeting as distributed.

### **ONGOING BUSINESS/CALENDAR ITEMS**

**1. New Staff Introduction – Jo Caisse, Youth Services Librarian** - Pat Duke introduced Jo Caisse, the new Youth Services Librarian. After a career at the Salem Library, and King County Libraries, she comes from the Deschutes Library System where she most recently did community outreach.

**2. Youth Services** – Brad Clark introduced Olivia Jensen the new Youth Representative. Olivia is homeschooled, joined the Teen Advisory Board (TAB) in the last year, and has already shown herself to be highly responsible and a great asset to the library.

Olivia reported that since the last meeting there was an Escape Room for teens on June 27, a late night Star Party with Rose City Astronomers on July 11, and a Game Day featuring the library's new virtual reality system on July 18. Upcoming for teens is the final teen summer event, Party in the Park, on July 25. For the month of August the TAB will meet for fall program planning and some fun, as well as an ongoing Dungeons and Dragons group that meets on Mondays from 2-5.

Two new screens were installed in the Teen area that will be used for occasional movies and game events and more regularly are being used to show Young Adult book trailers and highlight new book releases for teens in our collection.

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

Summer Reading Program numbers are currently running above last years. An updated report with more complete numbers will be shared at the next Board meeting.

The spec for the furniture plan is ready and so in the next month the Request for Proposals (RFP) is going to be completed and sent out.

The Library of Things is moving forward. Around \$3000 was spent on this first round of Things, not including the boxes and special packaging that some items will require. Upcoming

dates include: September 14 for a public test lab event day displaying items, September 16 items will be available for check-out, September 23 patrons will be able to place holds on items. To make room for items the CD collection will be moving to the DVD area and the Things collection will take their place.

Mary Jo Anca is overseeing volunteers and collection organization. This is the final piece in staff restructuring that has been in motion for the last 3-4 years.

**4. Strategic Plan** – Pat Duke reported the RFP for hiring a consultant is the next step toward developing the strategic plan with hopes to have that done before the end of the month, and people in position by the end of September. The project is expected to run throughout the fiscal year. Measureable outcomes of the last strategic plan will be sent out to the Board.

**5. FY 20 Work Plan Presentation** – Pat Duke reviewed the Work Plan for the 2019-20 Fiscal Year\*. Goals include: using social media for early learning messages; positioning the new Youth Services Librarian for success going forward; using surveys to gauge satisfaction with library services; upgrading phone service in the library; strategic planning; creating a marketing plan; finish renovations with furniture and signage around the library; increasing materials in Spanish; reviewing circulation trends and collection development policies; transitioning to more electronic resources; establishing the library of things; maintaining the relationships built with Historical Society, Foundation, Friends, etc.; identifying best uses for increased staff development budget (conferences and continuing education).

**6. Election of Officers (Fiscal Year 2020)** – Megan Chiunard opened the discussion for nominations of Chair and Vice Chair positions. Rich Dougall nominated Megan Chiunard to continue in the position of Chair, and Megan Chiunard nominated Yasmin Ismail as for the Vice-Chair position. The Board voted unanimously for both positions be filled by the nominees.

**7. Behavior Policies** – Pat Duke presented a document\* compiling previously discussed policy wording, as well as a list of topics that were still pending discussion. The Board requested that for the next meeting the agreed upon language be added to the official Policies and Procedures document for final approval.

**8. Friends of the Library Report** – Pat Duke reported that the Friends did not meet.

**9. Foundation Report** – Caroline Berry reported that the Foundation did not meet.

**10. Library District Advisory Committee Report** – Megan Chuinard reported that LDAC meets next week. She will send out material to the board as it is available.

**11. Library Boards Comments to City Council** – No special comments to be made.

**NEW BUSINESS**

**ROUND ROBIN**

**Meeting adjourned at 8:04 P.M.**

**The next regular scheduled meeting is August 28 at 6:30 P.M. in the Director's Conference Room at the Library.**

Respectfully submitted,  
Brad Clark  
Board Secretary

**\*Copy available from Board Secretary**