

Draft: For Approval

**Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
October 23, 2019**

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

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

Members excused: Miriam Pinoli, Vice-Chair

Chair Megan Chuinard called the meeting to order at 6:31 P.M. in the Rose Room at the Library.

The Board approved minutes of the September 25, 2019 meeting as distributed.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services –Olivia Jensen reported on three upcoming teen events. The annual Teen Murder Mystery and Costume Contest on October 25, a Bob Ross paint night on November 22 led by a guest artist, and a second VR and Movie Day in the Teen on December 4.

2. Librarians Report – Pat Duke reported:

The LED community announcement sign was ready for contracts to be signed and is expected to be completed in early spring.

Online registration for classes is going well. A holiday card making class filled up in three days, and the Saturn V Space Talk was well attended.

An annual purge of users with unused cards happened in September dropping the number of card holders significantly. Monthly library statistics will also change to show some new things in the future. Library of Things will be added to the list, as well as program attendance.

The Electric Avenue car charging stations are expected to be finished mid-November.

The monthly printed calendar* was shared with the board. Just one more way we share with the public all that is happening at the library.

3. Strategic Plan – Pat Duke reported that eight packets with scope and schedule were given to possible candidates to fill the consulting role in upcoming strategic planning. He has plans to talk to one more candidate Friday morning and is eager to see what comes back.

4. Policies and Procedures – Pat Duke reported that feedback was positive on the Art and Exhibit Policy documents that are in use and were emailed to board members previous to the meeting for review. Caroline Berry moved to accept the documents as presented, with Yasmin Ismail seconding the motion. The Board approved unanimously.

Pat Duke shared an example of a corporate/business sponsorship policy from another library, just one source from which he will be drawing in the next few months as work on crafting a sponsorship policy for the library goes forward. Pat hopes to create a broad policy that will include events, postings, donations and more. The Board discussed the needs for having a clear policy to distinguish the line between donations and sponsorships. Pat is currently researching laws, how others are using similar policies, and seeking input. Once he has some ideas together he will bring them to the board to review and offer feedback.

5. Friends of the Library Report – Pat Duke reported that the Friends have their annual meeting coming up on November 19 with dinner after. The Bookstore’s total revenue has steadily increased from year to year and they currently net almost \$3000 per month, largely from walk-in traffic.

6. Foundation Report – Caroline Berry reported that ticket prices for the annual fundraising wine tasting event on November 9 will go up in a couple of days. Advertising on Social Media and an article in the Wilsonville Spokesman continue to reach out to the public.

7. Library District Advisory Committee Report – Megan Chuinard reported that LDAC had not met, but that Jeanna Troha and Alan Steiger were both approved by the city manager Brian Cosgrove to represent Wilsonville on the subcommittees that are starting up.

8. Library Boards Comments to City Council – No additional comments to the council.

NEW BUSINESS - No New Business

ROUND ROBIN

The Board shared congratulations and best wishes for Shasta Barnes, Operations Manager, and her new spouse on their marriage.

Meeting adjourned at 7:48 P.M.

The next regular scheduled meeting is December 4 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**