

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
December 7, 2016

MEMBERS PRESENT: Megan Chrisman, Chair; Caroline Berry; Reggie Gaines; Miriam Pinoli; Mallory Nelson, Youth Representative

MEMBERS EXCUSED: Rich Dougall, Vice-Chair

STAFF PRESENT: Patrick Duke, Library Director

CITY COUNCIL LIAISON: Susie Stevens

The meeting was called to order by Chair Megan Chrisman at 6:34 P.M. in the Rose Room at the Library.

Minutes of the October 26, 2016 meeting were approved as distributed.

ONGOING BUSINESS/CALENDAR ITEMS:

1. Youth Services – Mallory Nelson reported that there was a teen event November 18th. A game night is scheduled for Dec 9th. Miriam Pinoli attended the last teen event and shared how impressed that she was at how the Teen Advisory Board took responsibility.

2. Librarian's Report – Pat Duke shared the following:

- The new Operations Manager Shasta Barnes was introduced. She brings library experience from previously working at the West Linn and Corvallis libraries.
- Directors around the county are currently selecting RFID equipment. Approval for initial expenditures and a proposal for the order should go before the county commissioners on January 15th. Pat shared the Wilsonville Library's equipment order* with the board and reviewed it.
- Library renovation proposals have come back in and an architect has been selected. Woofter Architecture has been awarded the project. Money for the improvements will come out of the capital improvements fund from the county Library district.
- City Hall and the Library are working together on new policies for notary services. The new policies will bring consistency to what is offered in both places. Once a draft is completed it will come before the board.
- Social Media policies are also being created by the City, in part to deal with retention issues, and also to guide promotion of services and engagement with the public.
- Storytime this week features an 8 minute version of the Nutcracker, as well as a visit from Santa. All are encouraged and invited to see this unique annual program. It is also available for review on the Library's Facebook page.
- Dolly Parton's Imagination Library is in the process of being turned over to the Library Foundation on January 1st of 2017. In addition to administrative control, Kiwanis will transfer around \$40,000 in money reserved for the program.

3. Goals and Objectives Review – Pat Duke reported that there was no update.

4. Meeting Room Policies and Procedures Review- Pat Duke presented a draft of the Policies and Procedures for the meeting rooms*. After review, the Caroline Berry moved to adopt and Mallory Nelson seconded. The board voted unanimously in favor of adoption. The Board was interested in

more staff feedback regarding possible additional policies around multiple use and simultaneous sign-in. Pat will talk with staff and come back with any further information.

5. Art Exhibit Policies – Pat Duke brought before the board the Exhibitor Guidelines and Agreement with a 2 sentence change in policy to incorporate the display cases. After review Reggie Gaines moved to adopt, and Caroline Berry seconded. The board voted unanimously to adopt the updated Exhibitor Guidelines and Agreement.*

5. Public Records Retention – Pat Duke shared his findings on public records retention. All notes taken at board meetings by board members are a matter of public record. Therefore binders will be distributed for each board member to keep any notes. When binders are filled or a board member leaves the board they will turn in their binder and it will be kept for public records. Board members were also made aware of Open Meeting Laws regarding messages between board members outside of regular meetings.

6. Friends Report – Pat Duke reported that at their last meeting he addressed the Friends on the future and goals of the library. They talked about ideas on how the Friends might be integrated into those plans, but no firm plans were made.

7. Foundation Report – Pat Duke reported that the Foundation meets next week, so there is no new news to share.

8. Library District Advisory Committee Report – Pat shared that the Library District Advisory Committee did not meet, so there is nothing to report

NEW BUSINESS: No new business.

COUNCIL LIAISON'S COMMENTS: Suzie Stevens reported that the council met on the previous Monday night. A new counselor starts in January, Kristin Akervall. She has been attending meetings in the audience for the last 6 months and will fill the seat of Julie Fitzgerald who will be leaving the council. The council also met Adam Philips who is the new chief of police in Wilsonville. He started in Wilsonville 15 years ago as a traffic cop and now is back. Wilsonville Community Sharing was presented a \$5000 donation raised by City of Wilsonville employees. The next council meeting is Dec 19th.

ROUND ROBIN

The board acknowledged the sacrifice and heroism of those who serve in the military as we remember Pearl Harbor on this date.

The board congratulated Susie Stevens on her re-election to the City Council.

Meeting adjourned at 8:04 P.M.

The next regular meeting is scheduled for January 25 at 6:30 P.M. at the Library.

Respectfully submitted,
Brad Clark
Board Secretary

***Copy available from Board Secretary**