

## Draft: For Approval

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**January 22, 2020**

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

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

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 December 4, 2019 meeting as distributed.

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

**1. Youth Services** – Olivia Jensen reported that the teens held a Nerf Night event on January 10. Upcoming teen events include a VR and Movie Night on February 5, a Lounge Night on March 13, a Game Day with VR on April 22, another VR and Movie Night on May 13, and a Summer Reading Collating Party on May 23.

**2. Librarians Report** – Pat Duke distributed circulation statistics for the Library of Things (LoT) which began in September. Since circulation started recently, this only covers four to five months. A list of county-wide holds on various LoT items showed the high demand for times Wilsonville does not own. Pat asked the Friends of the Wilsonville Library for \$1500 to purchase more items for the library's LoT collection to support those holds, which the Friends approved.

The LED community announcement sign construction has started. The cement foundation was put in on January 20 and it should be done by the end of March.

Furniture proposals are due on January 23. There should hopefully be four to five proposals submitted.

The Library District Task Force that will look at library systems county-wide, including finance, will launch on January 25. Alan Steiger and Jeanna Troha will represent Wilsonville.

West Linn Public Library and Wilsonville Public Library Youth Services departments have come together to help support the school district. The libraries invited prominent Latino American author Matt de la Peña to speak to local students. He will speak at West Linn High School on February 19 in the evening at a private event, allowing more kids to attend. He will also speak at Trillium Creek Primary School earlier that same day. This is the first event of its kind for West Linn and Wilsonville, and may lead to similar events in the future.

There will be a joint West Linn/Wilsonville School District and Wilsonville City Council board meeting on April 20. The agenda has not yet been distributed.

**3. Strategic Plan** – Pat Duke distributed a Tentative Planning Timeline. In late spring, there will be a large weekend retreat of 50 – 60 people that will develop it further. A consultant has been

chosen, one who is originally from the St. Paul Minnesota Friends of the Library. Pat will send more information before the next meeting.

**4. Policies and Procedures** – Pat Duke distributed a copy of a letter to the editor in the January 15 edition of the *Wilsonville Spokesman*. A local man was upset about the current intelligent design display in the library lobby, believing the display was created by library staff. Pat stated that the display was created by a member of the public in accordance with the current display case policy, and was in reaction to a prior humanist display. Pat asked for suggestions on how to make it clear to the public that the lobby displays are not created by the library.

The Board discussed having a policy similar to the display case policy for the upcoming outdoor LED sign. The Board agreed to discuss this matter again at the next meeting.

**5. Fiscal Year 2020-21 Budget** – Pat Duke distributed the current budget with three year averages and estimated ending balances, noting that not much will change with next year's budget. The proposed budget will include \$35,000 to boost cellular service in the library. Based on circulation statistics, the budget will have a decrease in funding for physical materials and increased funding for electronic resources.

**7. Anniversary of the Library (38<sup>th</sup>)** – Pat Duke introduced Katie Howe, the new president of the Friends. Katie talked about the upcoming anniversary of the Library. The Friends and the Foundation are co-hosting a birthday event with cake on February 13 from 11 A.M. – 3 P.M, immediately after Storytime. The Dolly Parton Imagination Library will have a table staffed by Hilly Alexander. Katie encouraged the Board to volunteer to help serve cake.

**7 OLA Conference Sign-ups** – The Oregon Library Association Conference will be held April 29 to May 2 in Bend. There is currently no schedule and Wilsonville Library will not present any programs.

**8. Friends of the Library Report** – Pat Duke reported that Katie Howe has a list of things she would like to work on as president, including reviewing the bylaws. Megan Chuinard suggested having an annual meeting between the Library Board, the Friends, and the Foundation.

**9. Library Foundation Report** – Caroline Berry reported the Foundation held its first meeting on January 14 and elected officers. Caroline Berry is president, Bob Renfrow is vice president, Carole Hanna is secretary, and Steve McConnell is treasurer. The next meeting will focus on the calendar and committees. Plans for this year include increasing membership and cross-training people on various tasks to allow more than one person to perform them.

**10. Library Boards Comments to City Council** – The Board would like to establish a connection with City Council. Pat Duke has spoken to the city attorney for the best language to use to accomplish this.

**NEW BUSINESS** - None

**ROUND ROBIN**

**Meeting adjourned at 8:00 P.M.**

**The next regular meeting is scheduled for February 26 at 6:30 P.M. in the Rose Room at the Library.**

Respectfully submitted,  
Molly Muldoon  
Board Secretary

**\*Copy available from Board Secretary**