

Draft: For Approval

**Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
December 4, 2019**

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

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

Members excused: Yasmin Ismail; Olivia Jensen, Youth Representative

Chair Megan Chuinard called the meeting to order at 6:41 P.M. in the Rose Room at the Library.

The Board approved minutes of the October 23, 2019 meeting as distributed.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services – Brad Clark reported that since the last meeting 3 teen events has occurred. The annual teen Murder Mystery and Costume Contest in October brought a record number of participants at 70 students. In November, 30 students filled all slots for a Bob Ross style paint night, and earlier in the day, an after-school program in the teen area had 15 students for virtual reality and a movie.

2. Librarians Report – Pat Duke reported:

The Electric Avenue car charging stations should be available to the public in the next couple of weeks. Testing and some landscaping are still being finished. There will likely be a public event in the spring as well as visitors to the site from an energy conference in June.

The LED community announcement sign contracts and finances are in place. The sign should be ready and installed in March. Policy surrounding its use is still forthcoming.

A draft of the Request for Proposals for the furniture plan is being reviewed and is scheduled to be sent out on December 16 with proposals due back by the January 23.

With the upcoming retirement of Terri Wortman in the Youth Services department, and remaining FTE hours from the early retirement of Sheila Shapiro last year, .5FTE will be used for programming and .5FTE for a new children's reference librarian. With those hours, Brad Clark will be moving to full time in the YS department doing primarily programming and applications are currently open for the children's reference librarian with interviews scheduled for Dec 16. That also opens up the Administrative Assistant position which was opened internally for applications. Three current staff have applied and interviews are scheduled for next week.

Santa visited Storytime and Toddlertime this week. There will be one more appearance Thursday at 10:30am at Storytime.

A large donation of DVDs and CDs came in recently and was immediately put up for sale by the Friends bookstore with DVDs for one dollar and fifty cents for CDs.

When asked how the Library of Things were circulating by Caroline Berry, Pat shared that checkouts were not as high as expected so available items are on display in the center of the library and some clerks have allowed some items to check out on Passport cards so that items are in use. Rich Dougal pointed out that several items are more suited for good weather activities. Megan Chuinard shared her concern for items being loaned to patrons outside the library district when the funding to kick-start the program came from the County.

3. Strategic Plan – Pat Duke reported that five out of nine consultants submitted proposals for leading the strategic planning process. With input from supervisors, one was chosen and contracts are being created hopefully to be completed in the next two weeks and a January start.

4. Policies and Procedures – Pat Duke reported that there were no updates for discussion on Policies and Procedures.

5. Fiscal Year 2020-21 Goals and Objectives – Pat Duke shared a report aggregating past goals and objectives from 2016 to the present. It showed what has been accomplished so far, and what hasn't, to spark discussion on any goals and objectives to be working towards in 2020. The strategic plan will likely affect 2021.

Megan Chuinard requested to see the Work Plan in its entirety and more detailed updates on how some things have been accomplished, for example what's happening with Clackamas County Early Learning Hub and the Historical Society.

6. Fiscal Year 2020-21 Budget Discussion – Pat Duke reported that next year's budget will have little to no increase, after a lot of activity the last several years. Megan Chuinard asked about the budget process. Pat shared that the first draft is due in a couple of weeks. In mid to late January, it goes to the finance department, February it is up for Administrative Approval and in May it goes before City Council for approval. Pat will have details to show the board at the January 22 meeting.

7 Friends of the Library Report – Pat Duke reported that the Friends have a new President, Katie Howe, who has been involved for several years with Friends and the bookstore. Their next meeting will be in January.

8. Foundation Report – Caroline Berry reported that the Foundation will hold an end of the year dinner at McMenamin's. In the last year they have created a new logo, developed a relationship with the Chamber of Commerce, and improved marketing and communications. At the next meeting they will be seeking feedback from members for continued improvements.

The fundraising event this year raised around the same amount as last year, nearly \$12,000 net, and end of the year solicitation letters have been sent out.

9. 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 7:47 P.M.

The next regular scheduled meeting is January 22 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**