

Wilsonville Public Library

LIBRARY BOARD MEETING MINUTES

December 1, 2021

MEMBERS PRESENT: Rich Dougall, Chair; Yasmin Ismail, Vice-Chair; Miriam Pinoli; Megan Chuinard

STAFF PRESENT: Shasta Sasser, Interim Library Director; Steven Engelfried, Library Services Manager

GUESTS PRESENT: None

MEMBERS EXCUSED: Olivia Jensen; Joseph Malett

Chair Rich Dougall called the meeting to order at 6:38 p.m. via Zoom.

The minutes of the October 27, 2021 meetings were approved.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services Report – Was moved to next meeting as Olivia Jensen was out. Molly will check in with Olivia to see if she will continue in this position. If not, Steven will contact Brad to recruit a new Youth representative.

2. Librarians Report – Furniture is officially ordered, with the deposit paid. Story Time at the Barn is finished for fall, with one more scheduled for mid-December. A new display in the DVD area features teen artwork as part of our partnership with the Wilsonville Arts and Culture Council. Staff are working on a plan for possible in-person programs in early 2022.

3. Strategic Plan – The plan will go to Council on January 17th. Steven and Shasta will be preparing the presentation along with the consultants from Library Strategies, who helped to develop the plan.

4. Annual Report - Shasta sent out the 18 page annual report covering July 2020 - June 2021.

Highlights include:

- Staffing levels remained stable during the virus. Volunteers began to return in June 2021.
- Revenue from fines and fees were down because we did not charge for overdue fines, printing, and copying during the virus.
- The library increased spending on online resources, including Cloud Library, and added new resources Creativebug and BookFlix.
- Circulation was down, with reduced hours and closed stacks for most of the year. Our numbers decreased *less* than other LINCC libraries, though, because we made book bundles, holds, and new books available inside the building.
- Programs shifted to online. Participation was not great, but the youth services team built a strong library of virtual programs for our YouTube channel.
- Computers for the public were not available until June 2021. We extended our public wi-fi signals and provided laptops for checkout (via the Foundation) to provide some technology access.
- Open hours were limited to 30 per week until June 2021, when we resumed normal open hours (61 per week)
- Staff showed creativity, energy, and resilience during a very challenging year.

Megan requested that content such as the slideshow of the highlights above can be sent to Board members in advance of the meetings.

5. FY23 Goals & Objectives Discussion - Priority goals for 2022-23 include:

- Hiring a permanent director and getting back to full staff.
- Getting a jump-start on the strategic plan where we can, including evaluating our FTE levels.
- Increasing connections with the schools and evaluating collections are also early priorities.
- Wayfinding signs will also be a priority, with initial efforts happening during the current fiscal year.
- Working with the City EDI Committee and the Wilsonville Arts and Culture Council.
- Returning to prior program and service levels as the virus restrictions allow.

6. FY23 Budget Discussion - This year's budget will be similar to last year mostly. There will be an increase to the e-book budget, which is happening county-wide. We might adjust the amounts for collection budgets. No major projects during this coming year.

Miriam requested that members receive the budget draft in advance of the meeting.

7. Policies and Procedures – Staff input on policies: Pull out the Behavior Policy from the larger list. Shasta suggested taking policy discussions off of the agenda until we hire a new director.

8. Friends of the Library Report – The Friends are planning a membership meeting in early 2022. They began a brainstorming process for 2022 goals. Kay Jewett is stepping down as the volunteer coordinator. Jan Clark is moving into that position. Bookstore sales are solid.

9. Library Foundation Report – The Foundation is working on a new strategic plan. They created a display for the library to promote Little Free Libraries, which the Foundation supports. The Foundation recently purchased Spanish books to disperse into Little Free Library sites.

10. Board Member Liaison for Foundation - The Foundation is interested in having a Library Board member join the Foundation as a liaison. They meet on the 2nd Tuesdays at 6:30 pm. Megan will connect with the Foundation to learn more.

NEW BUSINESS

Miriam asked about the status of having a City Council member join Foundation meetings. Shasta will follow up on this with Jeanna Troha, Assistant City Manager.

Megan requested that Shasta send the City Council regular updates about City activities. City Council Meeting minutes may work for this.

ROUND ROBIN

Megan thanked Shasta for filling the role of Interim Director so well.

Meeting adjourned at 7:24 p.m.

The next regular meeting is scheduled for January 26 at 6:30 p.m. via Zoom

Respectfully submitted,

Steven Engelfried

Library Services Manager

***Copy available from Board Secretary**