



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
October 3, 2018

Hoodland Library, 24545 E  
Welches Rd

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The Library Advisory Board of the City of Sandy was called to order on Wednesday, October 3, 2018, at 6:00 PM, in the Hoodland Library, 24545 E Welches Rd, with the following members present:

**PRESENT:** Board Member Jeri McMahan, Board Member Heather Michet , Board Member Lynn Freeman, and Board Member Kathleen Draine

**EXCUSED:**

## 1. ROLL CALL

## 2. APPROVAL OF MINUTES

### 2.1. Meeting Minutes

We approved the August 2018 meeting minutes.

## 3. NEW BUSINESS

### 3.1. Changes to the Intergovernmental Agreement (IGA) with Clackamas County

- 9 of 12 cities must approve (Sandy approved 10/1/2018)
- 4 cities approved to date

### 3.2. Library District Advisory Committee (LDAC) and Task Force Updates

- Kathleen Draine was approved as LDAC representative by the Board of County Commissioners (BCC) before the September meeting
- Project Manager for Oak Lodge and Gladstone Library projects introduced herself
- Visioning process for these libraries will begin in November 2018, complete building in Summer 2021

- Gladstone building will be on current site of Gladstone City Hall, Oak Lodge currently working with the Concord Park property
- Annual Reporting Forms for libraries is more transparent, the subcommittee will refine them a little bit more for FY 2017-2018 data
- LDAC proposed subcommittee to give guidelines for correct process/expenditures
- There was a power point about the Large Task Force being created by The BCC

### 3.3. Teen Program Analysis

- No teen programs at Hoodland currently
- Sandy programs from 2015-2016, 2016-2017 and 2017-2018
- See spread sheets
- Kathleen Draine expressed appreciation for Rebecca Robinowitz's stamina with teens

## 4. OLD BUSINESS

### 4.1. Board Member Updates

- Kathleen suggests advertising on digital signage in the lobby for New Board Members
- Advertise with Aquatic Center, and Hoodland digital signage when they are operational
- Have some new applicants but no one came to meeting
- Group email updates needed; Jeri to update
- Need November meeting to keep with 6-8 meetings per year
- November 7th next meeting at City Hall
- No meeting in December and January
- April meeting in Hoodland to meet 2 meetings per year in Hoodland

### 4.2. Admin Policy for Boards and Commissions and our By-Laws

- Do we need by-laws or can we simply use the City Admin Policy?
- Sarah to communicate with Kim for guidance re: minutes (when/how to publish)
- Sarah will work on the By-Laws and get them to members 1 week before the next meeting

Kathleen Draine made a motion "I motion that we reduce the scope of by-laws; Rename Article II to be purpose, and keep small parts of Articles 3, 4, and 5" Heather Michet seconded the motion. CARRIED. unanimously.

**5. STAFF UPDATES**

**6. ADJOURN**