



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
November 7, 2018

City Hall- Council Chambers,
39250 Pioneer Blvd., Sandy,
Oregon 97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 7, 2018, at 6:00 PM, in the City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055, with the following members present:

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

EXCUSED:

Audience Members: Blanca Doroteo, Lynne Pollard

1. ROLL CALL

1.1. Introductions

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

Minutes approved with corrections.

[Library Advisory Board - 03 Oct 2018 - Minutes - Pdf](#)

3. NEW BUSINESS

3.1. Annual Report to City Council

There will be a City Council Retreat that may include Board Members. Our City Manager has asked us to come up with an Annual Report.

Things to include:

- Report back on strategic plan
- Task Force made up of Library Advisory Board Members, City Managers and

Elected Officials.

- The Library needs storage/progamming space

3.2. Library Annex Possibility

- Library needs more space; possibility of a library annex on Sandy Community Campus. Community Room use sometimes exceeds capacity limit of 72 persons.
- Hoodland also has capacity issues

3.3. Kids Program Analysis

We discussed the Kids Programming as presented by spreadsheet.

4. OLD BUSINESS

4.1. Review Changes to the Bylaws

By laws: simplify, A majority of the voting membership shall constitute a quorum

Kathleen Draine made a motion I recommend that we approve the changes to the bylaws as written/ammended Jeri McMahan seconded the motion. CARRIED. unanimously.

5. STAFF UPDATES

5.1. Friends of Sandy Library

This may be George Hoyt's last meeting with this Advisory Board. He is stepping down as Chair of Friends of Sandy Library as of December 31st.

5.2. City Manager Interviews

The City Council will be interviewing 4 applicants for the City Manager position this coming weekend.

5.3. Next Meeting Date: February 6th 2019

6. ADJOURN



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
October 3, 2018
Hoodland Library, 24545 E
Welches Rd

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