



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
September 4, 2019

Sandy Public Library, 38980
Proctor Blvd, Sandy OR
97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, September 4, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055, with the following members present:

PRESENT: Board Member Jeri McMahan, Board Member Lynn Freeman, Board Member Lynne Pollard, and Board Member Kathleen Draine

EXCUSED: Board Member Blanca Doroteo, Board Member Dale Scobert, and Board Member Heather Michet

**STAFF/LIAISON
PRESENT:** Library Director Sarah McIntyre and Councilor Bethany Shultz

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

Minutes approved with typo corrections.

[Library Advisory Board - 05 Jun 2019 - Minutes - Pdf](#)

3. NEW BUSINESS

3.1. Collection Development Policy

- Insert The following at the beginning of the 2nd paragraph - under section C.

Material Selection

- For the purposes of this policy, “materials” may include, but are not limited to: books, magazines, newspapers, music, video, and other information in both physical and electronic formats.

3.2. Library of Things Guidelines

- Insert Library of Things Collection Development Guidelines as the penultimate paragraph of section C
- There will be no waiver for Library of Things, rather a disclosure of financial responsibility
- We expect some wear and tear on Library of Things items. This will be closely monitored by the library.
- Collection may be replenished through fund raising in the future

4. OLD BUSINESS

4.1. LDAC Update

- Kathleen Draine gave an update on the planning efforts for Oak Lodge and Gladstone Libraries. Time line unknown.
- Annual Progress Report forms for Libraries for 2017-2018 and 2018-2019 Fiscal Years is closer to being finalized
- Next Meeting of LDAC is September 23rd.

4.2. Taskforce Update

- There is a revised timetable for first meeting. It will likely take place in January.
- Kathryn Kohl and Greg Williams will be presenting the Task Force to Sandy City Council on October 7th. Please attend if you can.

5. STAFF UPDATES

5.1. Updated list of Library Advisory Board Members

- This list was passed out to members. We have a full Library Advisory Board!
- Next Meeting set for November 13th at Hoodland Library.

6. ADJOURN



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday, June 5, 2019

Sandy Public Library, 38980 Proctor Blvd., Sandy, Oregon 97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, June 5, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd., Sandy, Oregon 97055, with the following members present:

PRESENT: Board Member Heather Michet , Board Member Lynn Freeman, and Board Member Kathleen Draine , Board Member Lynne Pollard

EXCUSED: Blanca Doroteo, Jeri McMahan, City Council Liaison Bethany Shultz

STAFF/LIAISON Chris Wilhelmi, Assistant Library Director

PRESENT: Maureen Houck, Librarian

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

We reviewed the minutes from May.

3. NEW BUSINESS

3.1. Feedback - LINCC Strategic Plan

Provide Equitable Access

- E-card for accessing digital materials. Allows patron to place holds on books without current library card, must come into library and get actual card. Other

libraries are currently using system.

- Books by mail (Oak lodge currently running program). Would like to centralize from Network office to serve home bound patrons.
- One barrier to access is fines. Eliminate fines for kids on kid's materials? Would parents abuse kids cards? Possibility of creating a charitable fine pool governed by each library? \$25.00 fine limit keeps patrons from checking out material.
- Open Plus - key card entry allows people to use services before/after hours. May be good for Hoodland.

Commit to Youth

- Improve link and tie-ins with schools and nonprofits.
- Would need a new employee to coordinate youth services throughout the county, adding to the core staff of LINCC. WCCLS has a much larger network staff, that includes a similar position.

Connect Communities

- Utilize the Equity, Diversity, and Inclusion committee

Enhance User Experience

- Public relations and promotion is well covered in Sandy, but we need more county-wide promotion.

Ensure Sufficient Funding

- Add the word level to staff assessment.

Additionally:

- Would like to see an imperative added that addresses adequate facilities.
- Currently some programming at Sandy and Hoodland is over fire occupancies limits. How to present to City Managers an other stakeholders? What is the Standard to use? Facilities are a capitol issue.
- Also need to insure funding for professional personnel. OLA has standard for professional personnel needed for demographics.
- Programming was named in imperatives, but not specifically named in initiatives.
- Sandy Connect a private organization in Sandy that coordinates partnerships between different City programs ie, Ant Farm is one of those organizations. DHS cases meet at Library on walk-in basis. We need good coordination and still retain local identity.
- County pays for LINCC network office.

4. OLD BUSINESS

4.1. Task Force

Kathleen Draine reported on the current status for the Task Force (see Policy Session Worksheet)

Task force approved by County Commissioners with:

Increased core / umbrella committee to 29 people

Increased service committee to 29 people
Increased funding committee to 29 people
Increased governance committee to 29 people

This process has 3 intended meetings per committee before reporting back to the umbrella committee.

Elected officials removed themselves from the process

This summer/fall is the education /outreach phase on how the library district was formed and functions.

Meetings will begin in the fall.

5. STAFF UPDATES

5.1. Apply for Library Board positions

6. ADJOURN