



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
February 5, 2020

Sandy Public Library, 38980  
Proctor Blvd, Sandy OR  
97055

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The Library Advisory Board of the City of Sandy was called to order on Wednesday, February 5, 2020, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055, with the following members present:

**PRESENT:** Board Member Dale Scobert, Board Member Heather Michet , Board Member Jeri McMahan, and Board Member Kathleen Draine

**EXCUSED:** Board Member Blanca Doroteo and Board Member Lynne Pollard

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

**AUDIENCE MEMBERS:** Desiree Rogers

## 1. ROLL CALL

## 2. PRESENTATIONS

### 2.1. Friends of Sandy Library

In attendance representing FOSL: Dale Hauff, Gary Hopson, Marc Herring, Marilee Trahms, Peggy Bromley, Fred Vogel, Susan Gates, Jack Frick

- Jack thanked the Library Board for allowing the FOSL to make a presentation regarding the FOSL fundraiser for new computers/printer for the public.
- The Library Board was enthusiastic and voiced willingness to support fundraising efforts.

## 3. APPROVAL OF MINUTES

### 3.1. Meeting Minutes

September and November 2019 Meeting minutes approved with typographical errors corrected.

Heather Michet made a motion to approve the Sept 2019 meeting minutes with typographical error corrections. Jeri McMahan seconded the motion. CARRIED. unanimously.

Heather Michet made a motion to approve the November 2019 meeting minutes with typographical error corrections. Dale Scobert seconded the motion. CARRIED. unanimously.

[Library Advisory Board - 04 Sep 2019 - Minutes - Pdf](#)

[Library Advisory Board - 13 Nov 2019 - Minutes - Pdf](#)

## 4. NEW BUSINESS

### 4.1. New City No Harassment Policy

- Present Board Members confirmed they had read the City No Harassment Policy .

### 4.2. City Council Open House

- Kathleen Draine's circulated notes were acknowledged, for discussion at a later date, when recommendations need to be made to the pertinent Library District Task Force subcommittees.
- Heather Michet echoed Council Member Pietzold's request for more digital audio licenses to shorten wait times.
- Director McIntyre encouraged selection of titles from the Cloud Library (purchased by the LINCC libraries), which have shorter waits than those in the OverDrive state database.

### 4.3. First Taskforce Meeting

- Dale Scobert reviewed the Library District Task Force's educational meeting on Jan. 24, the likely timetable and the challenging issues (particularly funding and governance) for resolution.

### 4.4. US Census

- Director McIntyre explained the US Census' request to involve libraries to reach residents who receive mail at PO Boxes. The Census will not deliver its forms to PO Boxes.
- Board members suggested various ways to aid the effort (use of the Library and Friends newsletters; coordinating with the Post Offices; asking the City and Fire Departments to put up banners or reader board information; use of Library posters, bookmarks; use of staff to answer Census questions and to coordinate with Census volunteers to help

complete forms).

- Timetable: get word out between March 12 and April 1.

## **5. OLD BUSINESS**

### **5.1. LDAC**

- Kathleen Draine reported : next LDAC meeting is on April 13, to review the LINCC Libraries' annual report forms for FY 2017 and 2018.
- Director McIntyre will submit the Sandy/Hoodland proposed annual reports to the Library Advisory Board for review and approval, at our March or April meeting, prior to submitting them to LDAC.
- Kathleen Draine asked if the details of the City's allocated overhead will be available then; Director McIntyre affirmed they would be part of the report.

## **6. STAFF UPDATES**

- 6.1.**
- Jeri McMahan announced that Lynn Freeman had resigned from the Board.
  - Director McIntyre to review pending applications for Board candidates and determine if the seat needs to be filled by an unincorporated or city resident.
  - Jeri McMahan to poll Board Members about acting as Secretary.

## **7. ADJOURN**

- 7.1.** adjourned 7:23pm



# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
September 4, 2019

Sandy Public Library, 38980  
Proctor Blvd, Sandy OR  
97055

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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

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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

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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

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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**





# MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,  
November 13, 2019  
Hoodland Library - 24525 E  
Welches Rd

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The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 13, 2019, at 6:00 PM, in the Hoodland Library - 24525 E Welches Rd, with the following members present:

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

**EXCUSED:** Board Member Dale Scobert and Board Member Jeri McMahan

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

## AUDIENCE MEMBERS:

### 1. ROLL CALL

#### 1.1. Guests:

Desiree Rogers

Desiree introduced herself and expressed interest on being on the Library Advisory Board.

### 2. NEW BUSINESS

#### 2.1. Recommending Task force Members to City Manager

About the Library District (and Taskforce):

- 2008 Ballot Measure passed to fund Library District at \$.39/1000 of assessed value

- 10 years into the Library District - funding level is becoming problematic - Expenses rising faster than funding
- Sandy was able to balance budget during this current budget cycle through attrition of staff
- Both unincorporated and City population is growing
- New funding could possibly come through a new permanent rate or a levy
- Clackamas County Commissioners created Task Force to get stakeholders in the room to resolve questions related to Services, Funding, and Governance
- Sarah is a non-voting member on the Task Force and all Subcommittees as the Chair of the County Library Directors Group
- Network Office will send an email with the date of the first informational meeting of the Task Force

After Discussion - Task Force Members to recommend to Jordan Wheeler:

- Task Force - Sarah McIntyre, Jordan Wheeler
- Services Subcommittee - Heather Michet, Lynne Pollard
- Finance Subcommittee - Tyler Deems, Lynne Pollard
- Governance Subcommittee - Kathleen Draine, and TBA (since this meeting date Dale Scobert has been appointed)

Kathleen Draine made a motion Send Recommendations to Jordan Wheeler. Lynne Pollard seconded the motion. CARRIED. unanimously.

Kathleen Draine made a motion that the Board ceded full responsibility to Jordan Wheeler to substitute Task Force Members where and when needed. Heather Michet seconded the motion. CARRIED. unanimously.

### **3. OLD BUSINESS**

### **4. STAFF UPDATES**

#### **4.1.**

Paying fines online

- This item is currently being worked on by the County Treasurer. We are making progress, and hope to have this up and running District - Wide in the next 6 months.
- Current fine revenue for Sandy and Hoodland is about \$30,000/year

### **5. ADJOURN**

#### **5.1.**

7:26pm