# Banks Public Library Board Meeting
# Tuesday, May 17, 2022
# Meeting via Zoom

# AGENDA

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## REGULAR LIBRARY BOARD MEETING @ 7:00 PM

**TO LISTEN TO THIS MEETING LIVE**

**Use the ZOOM App on your electronic device and the following link:**
https://us02web.zoom.us/j/87527421452?pwd=aTdheVo2VXY2L2VQZ2FBckxjUGZiQT09
**Meeting ID: 875 2742 1452**
**Passcode: 465539**

**If using phone only (no internet) call 1-253-215-8782**
**Meeting ID: 875 2742 1452**
**Passcode: 465539**

**CALL TO ORDER & DECLARATION OF A QUORUM**

**ROLL CALL AND INTRODUCTIONS**

**APPEARANCE OF INTERESTED CITIZENS:** *This time is provided for anyone in the audience to comment on any items of concern, except those items appearing on the agenda or items that refer to land use. The Library Board may defer any request for consideration at a later meeting. Please limit comments to 3 minutes, and in the interest of time comments may be further limited at the discretion of the Chair.*

**CHANGES OR ADDITIONS TO THE AGENDA**

**APPROVAL OF MINUTES**

1. Minutes of the Library Board Meeting – March 15, 2022

**OLD BUSINESS**

1. Strategic Planning - Survey
2. Library Service Activity Update
3. WCCLS Update
4. Budget Update

**NEW BUSINESS**

**REPORTS**

5. City Report
6. Executive Board Report
7. Directors Report
8. Friends Report

**COMMITTEE ROUND TABLE DISCUSSION**

**ADJOURN**

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**Next Library Board Meeting – Tuesday June 21, 2022**
**Future Agenda Items: Strategic Planning and Review of Library Policies**

**Banks Public Library Board Meeting**
**Tuesday, March 15, 2022**
**ZOOM Meeting**
**Banks Public Library**
**42461 NW Market Street**
**Banks, OR 97106**

# Meeting Minutes

## CALL TO ORDER AT 7:00PM AND DECLARATION OF QUORUM

**In Attendance** – Denise Holmes, Linda Lybecker, Lynda Goovaerts, Elaine Goldman, Pete Edison and Ann Witkowski **Excused Absence:** Bobbie Gregg

**APPEARANCE OF INTERESTED CITIZENS:** None

**CHANGES OR ADDITIONS TO THE AGENDA:** None

**APPROVAL OF MINUTES**

1. Minutes of the Library Board Meetings- October 19, 2021 and January 18, 2022 – Minutes were unanimously approved as written on a motion made by Ann Witkowski and seconded by Elaine Goldman. (Note: January meeting minutes were actually "Meeting Notes" as meeting did not have quorum.)

**OLD BUSINESS**

2. **Library Service Activity Update**- Denise shared a summary from the last couple of months:
   - **Programs-** Library sponsored children and young adult programs continue to be well attended, some are at capacity. Adult programs still have room for more attendees.
   - **Community Room-** starting to get more room rental requests as things pick back up.
   - **Children's Area Remodel-** plans completed for remodel. Five Star will do installation drawing & engineering (if required). Volunteers will do assembly and installation. The Friends of the Library are funding this remodel.

3. **WCCLS Update-** Denise reported on several items:
   - **Intergovernmental Agreement (IGA)-** WCCLS Board of Commissioners has approved draft IGA. Memo was prepared for distribution to Executive Board members by WCCLS Manager, Lisa Tattersall, outlining background and plan for next 4 years, including funding to address inequities such as distribution of funds to libraries, and issues affecting access, like translation of essential library publications (Title VI- English Language Proficiency) and access to library materials and services. The Banks City Council needs to review and authorize the signing of the IGA in the May timeframe.

4. **Budget Update-** Denise reported that the 1st draft of a Library budget for the next fiscal year is being reviewed by Jolynn. Final version of the proposed budget will be completed by mid-April.

**NEW BUSINESS**

5. **Strategic Plan Progress Review-** Denise shared the latest update to the Strategic Planning Activity Sheets. Overall, good progress is being made in spite of pandemic related restrictions.

6. **Update to Strategic Plan-** the Board discussed the merits of conducting a major update to the strategic plan, including the use of a facilitator and community members, as was done previously. The Board recommended doing a revision/update to the existing plan instead of a complete new effort. The curtailment of services that occurred during the pandemic prevented or delayed action on some of the goals. Therefore, many of the current plan initiatives are still in progress and the Board felt that the library needs to get a more accurate measure of success in achieving the goals we have set out before embarking on a new process. Denise would like to ensure we continue to get community input through a survey or other facilitated meeting and will invite a potential facilitator to the Board meeting in April to discuss options.

**REPORTS**

7. **City Report** –Pete reported on several items from the March 8 Banks City Council meeting:
   - Update to Parks, Transportation and Water Master Plans planned
   - Water pipeline- project complete; still don't have definitive answer on how much additional water we have- need to monitor and assess through the summer. Optimistic that there is significant improvement so that development can restart.
   - Sports Court construction at Greenville Park approved.
   - City Plaza- part of Economic Development project- 5 potential sites identified which will be narrowed down to 1-2 finalists.

8. **Executive Board**- no meeting in March

9. **Directors Report**- Denise and Susan will be going to the Public Library Association national conference in Portland. Susan will be co-presenting a session on the "Foster a Reader" Program. The staff is curating the Juvenile collection ahead of receiving the new shelving and seating. Denise contacted Energy Trust about possible incentives for replacing the heating and cooling units.

10. **Friends Report**
    - Book Sale- May 19-23
    - Raise a Glass Dinner/Auction- July 9; Starting to solicit donations

**COMMITTEE ROUND TABLE DISCUSSION** – None

**ADJOURN** – meeting adjourned at 8:38 PM

Minutes submitted by Ann Witkowski and Denise Holmes

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**Next Library Board Meeting – Tuesday April 19, 7pm, ZOOM meeting**