

**CITY OF SUTHERLIN
LIBRARY ADVISORY BOARD
C. Giles Hunt Memorial Library
Tuesday, January 9, 2018 – 4:30 p.m.**

Board Members: Gwen Best, Carleen House, Silvia Monas, Chair, Rick Troxel, Rannah Williams, Brandilyn Van Dolah, Nancy Anderson
Library Director, Debbie Hamilton

Meeting was called to order by Chair Rick Troxel at 4:35 pm.

Excused: Nancy Anderson, Brandilyn Van Dolah

Audience: Pat & Kathy Lynch

Board Business:

❖ **Approval of Minutes** - Best made a motion to approve minutes from 12/12/2017 Board meeting as presented; Williams seconded.

In favor: Best, House, Troxel, Williams

Opposed: None

Motion carried unanimously.

❖ **Library Director Hamilton – City Updates:**

- Reported City Council unanimously approved recommendation to remove Wright from the library board and appointed Alternate Williams to the remainder of his term which will end 12/31/2019.
- Budget worksheets will be out soon. Board needs to work on listing needs and suggested dollar amounts for each section in the library's upcoming fiscal year such as office supplies, services, programs and events. The City will continue to cover building maintenance and grounds keeping.
- Hamilton introduced newly appointed Library Operations Manager, Pat Lynch. His first day at the library will be January 16th. Lynch spoke briefly and introduced his wife.
- Hamilton reported doing a presentation at Timber Valley RV Park and was pleased that several of the library forms for volunteering, donations, and library card applications she took along were picked up by the members.

❖ **Children's Program Update:**

Williams reported on behalf of Anderson, Wednesday morning program is going well. Fun Friday was well attended and the participants enjoyed making buttons.

❖ **Overview of Library Progress:**

Williams will plan a volunteer meeting for January 18th at 2pm. This will be an opportunity for the volunteers to meet the new Operations Manager.

❖ **Foundation Report:**

Monas reported Best has joined the foundation board. Application is being made for a C. Giles Hunt Grant to purchase a printer. April 21st is Spring Fling; other possible events were discussed.

❖ **Friends of Library Report:**

There will be a book sale May 4th & 5th. The Sutherlin Saturday Market may be having a book cart at their sales to raise money for the library.

❖ **Regional Initiative Report:**

Troxel reported City of Roseburg will own the library building and the books in the building. They will be members of the Douglas Community Library Association but may not abide by the rules of the association.

DCLA has purchased “Libraries to Go” with the program starting February 1, 2018.

❖ **Strategic Plan:**

The initial focus will be on the #1 Priority Objectives.

Troxel made a motion to adopt the Materials Selection and Collection Development Policy as amended; Williams seconded.

In favor: Best, House, Monas, Troxel, Williams

Opposed: None

Motion carried unanimously.

Best made a motion appointing Sharon Troxel, Louis Soulia, and Jean Snow to the Library Selection & Collection Committee.

In favor: Best, House, Monas, Troxel, Williams

Oppose: None

Motion carried unanimously.

The Budget Committee will consist of Monas, Best, Troxel and Operations Manager, Lynch.

Troxel, Williams, and Anderson or Colleen Carney will provide orientation for Operations Manager, Lynch.

The volunteer meeting will provide opportunity for volunteers to participate in planning the upcoming Spring Fling.

Williams and Best will head up volunteer training. Sharon Troxel will provide training for shelving and Colleen Carney training for reserves.

The next Library Board meeting is scheduled for January 23, 2018 at 4:30 pm, in the meeting room.

Meeting adjourned at 6:22 pm.

Respectfully submitted,

Carleen House

Carleen House, Secretary
Sutherlin Library Advisory Board

Rick Troxel

Approved _____
Rick Troxel, Chair
Sutherlin Library Advisory Board

Approved by Board on January 23, 2018.