

**CITY OF SUTHERLIN
LIBRARY ADVISORY BOARD
C. Giles Hunt Memorial Library
Tuesday, January 23, 2018**

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

City Staff: Debbie Hamilton, Library Director; Patrick Lynch, Library Operations Manager

Excused: Rannah Williams

Absent: Brandilyn Van Dolah

The meeting was called to order at 4:35pm by Chair, Rick Troxel.

Board Business:

Approval of Minutes: Motion by Anderson, second by Best to approve the minutes of the January 9, 2018 meeting as amended.

Motion carried unanimously.

City Business: Director Hamilton reported she made presentations to the Lion's Club and the Timber Valley RV park group. She provided information and forms about volunteer opportunities, library card applications and donation forms which are available at the library.

Library Operations Manager: Lynch reported that he is learning the library systems, meeting volunteers, and working on a set of budget documents for both the City and the overall library operation. Producing a volunteer training document set is a priority. The next volunteer meeting will be on February 15 at 2PM. Future meetings will be on the 3rd Thursday of each month.

Children's Programs: Anderson reported the library will participate in a Celebration of Literacy event on 2/24/18 at the Fairgrounds and will have a booth at the event. Summer program planning is in process. A TV spot is being produced for the library.

School District: Chair Troxel reported that a set date for technology issues and fixes has been requested. Miguel Carillo will create a set time.

Foundation Board Report: Monas – nothing to report.

Regional Library Initiatives: Chair Troxel – The Roseburg Library has elected to go their own way and will be working on funding for their facility as a stand-alone library.

Strategic Plan: Chair Troxel – A comprehensive review of the plan document was presented and discussed.

Budget: Director Hamilton and Manager Lynch will meet and develop a budget for continuing operations. Input from board members will be appreciated.

Spring Fundraiser Event: Chair Troxel – date reset to May 5, 2018 and will be Cinco de Mayo themed, A Night at the Library.

Volunteer Training: Chair Troxel, Lynch: Needs are being assessed; additional training materials are being sought and will be adapted to Sutherlin's needs.

Closing Remarks: Adding to the Board and creating an Advisory Board were discussed; grants and fundraising opportunities will be reviewed and discussed in February meetings; the need for a website was briefly discussed.

Next meeting of the Advisory Board: 2/13/2018 at 4: 30 PM.

Meeting adjourned at 6:50 PM

Respectfully submitted,

Patrick Lynch

Patrick Lynch, Operations Manager

Rick Troxel

Chair, Rick Troxel

Approved by Library Board February 13, 2018.