



LIBRARY ADVISORY BOARD MEETING

Wednesday, December 03, 2025 at 6:00 PM
Sandy Public Library Community Room and via Zoom

AGENDA

TO ATTEND THE MEETING IN-PERSON:

Come to the Library Community Room - 38980 Proctor Blvd
Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link:
<https://us06web.zoom.us/j/89132740221?pwd=SXXvjFkQSuLTgKu5OhIxZ0SMeJQabb.1>

Or by phone: (253) 215-8782; Meeting ID: 85290684685

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) Approval of Minutes

NEW BUSINESS

2. Elect New Chair
3. New Board Member

OLD BUSINESS

- [4.](#) Library District Task Force Recommendations

STAFF UPDATES

5. Mobile Library Funding Update

ADJOURN

Americans with Disabilities Act Notice: Please contact Sandy City Hall, 39250 Pioneer Blvd. Sandy, OR 97055 (Phone: 503-668-5533) or (Email: recorder@ci.sandy.or.us) at least 48 hours prior to the scheduled meeting time if you need an accommodation to observe and/or participate in this meeting.



LIBRARY ADVISORY BOARD MEETING

Item # 1.

Wednesday, August 06, 2025 at 6:00 PM
Sandy Public Library Community Room and via Zoom

MINUTES

TO ATTEND THE MEETING IN-PERSON:

Come to the Library Community Room - 38980 Proctor Blvd
Sandy, OR 97055

TO ATTEND THE MEETING ONLINE VIA ZOOM:

Please use this link: <https://us06web.zoom.us/j/83403458072>
Webinar ID: 834 0345 8072

ROLL CALL

PRESENT:

Heather Michet, Board Chair
Lynne Pollard
Bethany Shultz
Salina Horsfall
Teresa Peltier
Lindy Hanley, Liaison from City Council
Bruce Heider, Friends of Sandy Library
Sarah McIntyre, Library Director

ABSENT:

Liz Lopez-Aguado
Cynthia Bowie, Friends of Hoodland Library

PUBLIC COMMENT

No public in attendance

APPROVAL OF MINUTES

1. Approval of Minutes from June 2025

Discussion began at :58

Correction: In Staff Updates, under Teen Intern add a T before he Life Cycle.

Shultz moved to accept the minutes as amended, Pollard seconded. Motion passed unanimously.

NEW BUSINESS

2. Restaurant Fundraisers

Discussion began at 2:13

Restaurants are giving between 10 – 25% of their sales on a given day/time to support the Mobile Library. All proceeds will go to the Friends of Sandy or Friend of Hoodland Library.

3. City-wide Behavior Policy

Discussion began at 8:30

Library Board members discussed the City-Wide Behavior Policies and how to incorporate them into the Library Behavior Policy. City – Wide Behavior Policies were established so that it is easier for the Police to enforce a single group of rules for City Facilities, Parks and Transit.

The Library Director will put the most pertinent parts of the Policy into the Library Policies with a link to the entire policy.

OLD BUSINESS

4. Draft of Strategic Plan

Discussion began at 18:48

Mission and Vision statement were both updated slightly from the last revision. Vision statement was too active and looking at things from a future state of where we want to be. Both of these changes were accepted as written.

Goals and Objectives. Objectives were re-ordered by date starting with December 2025 and moving forward through time. A few dates were updated to be more realistic.

The Strategic Plan is a living document ca can be updated as the community grows or changes or new needs are identified.

STAFF UPDATES

5. Grant and fundraising update

Discussion began at 1:07:40

Grants submitted by July 11, 2025 include the Oregon Community Foundation for \$40,000. Should know by mid-November if we are successful. Ford Family Foundation grant was submitted on August 4, 2025 (\$25,000 possible – should know results in 8-10 weeks), and Roundhouse Foundation grant we are currently writing (maximum \$25,000).

Already discussed Restaurant fundraisers. Blind Coffee Roasters is working with Library staff to name a special coffee and create labels. The current name favorite is Wheely Good Coffee. \$5 of each bag of coffee will get donated to the Mobile Library. We will send out more information as soon as it is available.

Our goal with grants and fundraising is \$160,000.

6. Lifecycle of a Salmon program

Discussion began at 1:17:12

Library Programs that happened this summer: Juggle Mania by Reese Thomas – 119 people attended. Life Cycle of a Salmon – 120 people attended. Quidditch in the Park – 120 people attended.

ADJOURN

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The Library District of Clackamas County Board of Directors should...

- Recommendation A: Direct staff to propose an amendment to the Intergovernmental Agreement to clarify the use of district funds for capital expenses and allocated costs.
 - Consideration: Work within the existing library district governance and advisory structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
 - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.
- Recommendation B: Direct staff to initiate the creation of a strategic framework for the district that would prepare it for its 20th year of service and beyond.
 - Consideration: Hire a consultant to work on creating the framework, including a systems plan and economic feasibility study, incorporating the strategic planning efforts of the library directors, and engaging cities and unincorporated areas to plan for their library service areas.
 - Consideration: Work within the existing library district governance and advisory structure as outlined in the Intergovernmental Agreement and incorporate external stakeholders as appropriate.
 - Consideration: Retain the Library District Task Force as a steering committee to advise on the work undertaken to implement this recommendation.

Timeline

Task Force is proposing that all recommendations be submitted to the Board as a complete package. The desire is to have (A) executed within the next 3-5 months and (B) completed within the next 24 months.