

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**September 28, 2022**

**MEMBERS PRESENT:** Yasmin Ismail, Chiar; Dick Spence, Vice-Chair; Rich Dougall; Natalie McNown,

**STAFF PRESENT:** Shasta Sasser, Library Director; Lizzie Figueroa, Library Operations Manger

**MEMBERS EXCUSED:** Miriam Pinoli

Vice-Chair Dick Spence called the meeting to order at 6:35 p.m.

Minutes of the August 24th meeting were approved.

**ONGOING BUSINESS/CALENDAR ITEMS**

**1. Youth Services Report** – Shasta Sasser reported there was no Youth Services report this meeting but introduced Lizzie Figueroa, the new Library Operations Manager.

**2. Librarians Report** – Shasta Sasser reported Lizzie had started and Sarah, the new Services Manager, is starting on Friday, just in time for All Staff Day on Monday. Murder Mystery night coming up on October 22 and spots are limited. Deborah’s last day is tomorrow and the recruitment is already in progress with HR. Zuleica Cortes was hired on as a clerk to replace Martina who retired last month. Felt Hat, a Portland company, has been selected for the interior signage project. LINCC directors are working on a strategic direction document and Shasta will share a draft at the next meeting. The Hallie Ford Museum will be a new Cultural Pass as well as a Clackamas County Parks pass. The Oregon Parks pass is also going digital. Circulation Committee will be reviewing cultural passes soon to rebalance as needed since they’re all pooled online now. Shasta also spoke about the different LINCC subcommittees. LINCC will be implementing a Youth Access Card, similar to a temporary card, for kids without a parent present. Shasta also went over the Functions of the Library Board document she made.

**3. All Staff Day** – Shasta Sasser reported there is quite the plan for All Staff Day on Monday. Training on new software, a library scavenger hunt, and a trip to Pittock Mansion as one of the Cultural Pass venues are all on the agenda. Katie from the Friends will also give a talk about the Friends.

**4. Friends of the Library Report** – Dick Spence reported they met on the 15<sup>th</sup>. There were two new lifetime memberships. Bookstore donations are going along. A membership drive is happening October 1-5 and an email will go out. An email also went out about the Book Notes concert and the first returning Book Notes concert went well. The Friends donated to the Volunteer Appreciation Day in October. Due to the nonprofit status, the Friends cannot endorse any candidates for office.

**5. Library Foundation Report** – Dick Spence reported they met on the 13<sup>th</sup>. They finished their gift acceptance policy. There is a plan to clean the plaques on the bricks in the front. The cost of buying a brick has been raised to \$200 to keep up with costs. Foundation gave money to the library to buy new tables. November 10<sup>th</sup> there will be a small thank you breakfast at the library for people who have donated. Yasmin shared that she met with the Friends and Foundation last week and they will hopefully have a standing meeting every few months.

**NEW BUSINESS**

**ROUND ROBIN**

**Meeting adjourned at 7:08 p.m.**

**The next regular meeting is scheduled for October 26 at 6:30 p.m. at the Library and on Zoom.**

Respectfully submitted,

Molly Muldoon

Board Secretary

**\*Copy available from Board Secretary**