



LIBRARY BOARD AGENDA

October 25, 2023 at 6:30 PM

Wilsonville Public Library

PARTICIPANTS MAY ATTEND THE MEETING AT:

Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/82535883540>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Molly Muldoon:

Muldoon@wilsonvillelibrary.org or 503-570-1593

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Molly Muldoon - Wilsonville Library

8200 SW Wilsonville Road, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call

CONSENT AGENDA

2. [Approval of Minutes: 09.27.2023](#)

ONGOING BUSINESS / CALENDAR ITEMS

3. Youth Services Report
4. Librarian's Report
5. DPIL Presentation
6. [SWOT Analysis](#)
7. Friends of the Library Report
8. Library Foundation Report

NEW BUSINESS

ROUND ROBIN

ADJOURN

NEXT MEETING

Wednesday, December 6, 2023 6:30 PM

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Molly Muldoon, Administrative Assistant at 503-570-1593 or Muldoon@wilsonvillelibrary.org: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1593.

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
September 27, 2023

MEMBERS PRESENT: Yasmin Ismail, Chair; Dick Spence, Vice-Chair; Gay Walker; Natalie McNown; Miriam Pinoli

STAFF PRESENT: Shasta Sasser, Library Director; Molly Muldoon, Board Secretary

Yasmin Ismail called the meeting to order at 6:28 p.m.

The minutes of the June 28th and July 26th minutes were approved

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services/Librarian's Report – Shasta reported about the upcoming Kindergarten Carnival with WLWVSD, where kids would have activities and get a free book if they were entering Kindergarten. Text notifications are live. Fines for Food went well and it will be done again. September is National Library Card Sign Up Month and the library got a new yellow limited edition card to celebrate. The permanent Story Walk at Tivoli Park's grand opening is October 13th and the first book is Bear Comes Along. At the end of October, there will be another Murder Mystery event, one for teens and one for adults. Book Bike supplies are being ordered. The short story contest went well. New Library Services Manager Ethan Picman has started. Mary Jo retired and interviews for her position start soon and new clerk interviews are next week. The City Volunteer Policy is being updated and background checks will be needed. The Library is having an All Staff Day on October 9th where the library will be closed for training and then a group trip to the Japanese Gardens.

2. Election of Officers (FY24) – Natalie McNown was elected Chair and Dick Spence Vice-Chair.

3. OLA Membership Renewal— Shasta reminded the board that the library will support board membership in the Oregon Library Association and if anyone wants to join, to contact Molly.

4. Banned Book Week—Shasta shared the ALA banned book graphics and information as well as going over the library policy for a book challenge. There has not been a book challenge this past year and Banned Book displays have been featured in the Spokesman.

5. Year End Budget Review – Shasta went over a summary of the budget.

6. Friends of the Library Report – Dick Spence reported there have been two new lifetime memberships, as well as gifting Mary Jo Anca a lifetime membership. Friends had a presence at the Charbonneau Community Information Day. They made a deposit on the Book Bike and the October Art Wall will be quilts whose sale goes to the Friends. There will also be a library display case in October and the return of the Book Notes Concerts.

7. Library Foundation Report – Dick Spence reported the Foundation is planning a retreat to work on a strategic plan. They’re planning a donor appreciation night for next September or October and had a record 54 DPIL sign ups in August. They are also adding a Little Free Library in Charbonneau.

ROUND ROBIN

Meeting adjourned at 7:39 p.m.

The next regular meeting is scheduled for October 25 at 6:30 p.m. on Zoom.

Respectfully submitted,

Molly Muldoon

Board Secretary

***Copy available from Board Secretary**

2.5.b.1 SWOT ANALYSIS
Your Library's Strengths, Weaknesses, Opportunities, Threats

Item 6.

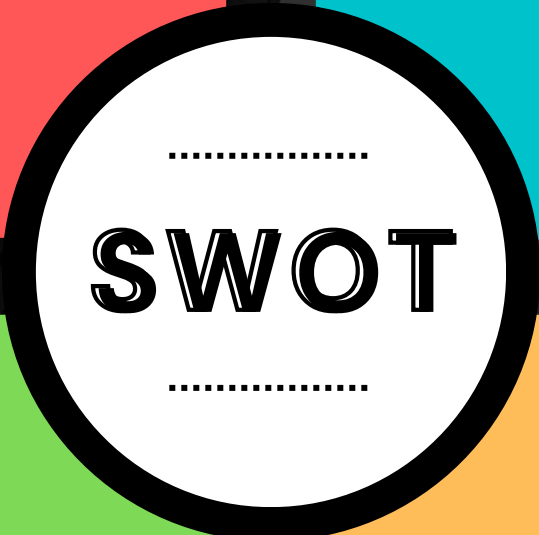
<p style="text-align: center;">STRENGTHS</p> <p>What are your library's strongest contributions to your community? What does your library do that no one else does? What do your users like best about your library?</p>	<p style="text-align: center;">WEAKNESSES</p> <p>In what areas does your library have fewer resources than you need? What else needs improvement? What do your users wish you did better?</p>
<p style="text-align: center;">OPPORTUNITIES</p> <p>What could you do if only your library had the resources to do it? What is happening in the world now that you would like to take advantage of? How can your strengths open doors to opportunities for your library?</p>	<p style="text-align: center;">THREATS</p> <p>What is happening in the world that could impact your library negatively? What library services are provided elsewhere with greater ease for users? What weaknesses leave you vulnerable to cuts in or competition for your services?</p>

(S) STRENGTH

- Customer Service
- Friends/Foundation/Board Support
- Dedicated Staff
- Youth Programs
- Willingness to Try/Innovate
- Building Size
- Healthy Collection

OPPORTUNITIES (O)

- Increased Outreach
- Re-vamped Volunteer Program
- Large Collection Analysis
- Expand Digital Materials
- Sustainability Plan
- Fine Elimination
- Space Re-org/expansion



- Teen space
- On-Call Retention & Wages
- Staffing Constraints
- Marketing Implementation
- Telling Our Story
- Classification System
- Communication Among Staff

(W) WEAKNESS

- Economy
- Library District Future
- Network Funding
- Staffing Turnover (Retirements)
- Intellectual Freedom Opposition
- Security

THREATS (T)