



City of Tualatin

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LIBRARY ADVISORY COMMITTEE MINUTES

November 5, 2013

Present: Committee Chair Victoria King
Committee Member Len Runion
Committee Member Marcus Young
Committee Member Sonya Ambuehl
Committee Member Alan Feinstein
Committee Member Thea Wood
Committee Member Reem Alkaatan

Absent:

Public:

Staff: Jerianne Thompson, Public Services Supervisor
Suzy Coleman, Access Services Supervisor
Paul Hennon, Community Services Director
Kaaren Hofmann, Engineering Manager

1. **CALL TO ORDER**

1.1 Committee Chair Victoria King called the meeting to order at 6:32 PM.

2. **APPROVAL OF MINUTES**

2.1 Thea Wood moved and Len Runion seconded that the October minutes be approved as written.

3. **COMMUNICATIONS**

3.1 Chair: None

3.2 Staff: Jerianne Thompson shared September statistics and recent comment cards. She reported news from recent the Friends annual meeting and from the Foundation. The Friends elected Molly Skeen to remain as their President and Laurie Fredsall as Vice-President. The Foundation donated \$1,000 to the library to support a series of open houses for elementary school students and parents.

The City has held a series of public meetings with CIOs to discuss the feasibility of extending Seneca Street, and there is an online survey to gather public sentiment. The Tualatin Tomorrow theme team meetings have been completed; the information gathered will be used to refine strategies and actions for their Action Plan update. Library and CSD staff participated.



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3.3 Public: None

4. OLD BUSINESS

4.1 Teen Library Committee: Reem Alkaatan shared about recent TLC activities, including a Mustache Party, a Dia de los Muertos party, and the upcoming Catching Fire program. They are working with interior designer Laurel Danielson to explore updating paint colors in the Teen Room.

4.2 Personnel Changes: Jerianne Thompson reported that two additional candidates had screening interviews for the Library Manager position. The City will re-recruit for the position in December. Nancy Beall was hired as our new Office Assistant II and Emily Antonelli was hired as our new Library Assistant.

4.3 Use of PINs for library patrons: Suzy Coleman answered questions the committee had regarding last month's discussion of requiring PINs at the self-check machines. The committee asked to see a plan for implementation and additional information at the next meeting.

5. NEW BUSINESS

5.1 CIP for Tualatin – a 5 year roadmap to Capital Improvements and Expenses: Kaaren Hofmann presented on the city's Capital Improvement Plan. Capital projects are forecast over the next five years and ranked by priority by the CIP review team. Categories include facilities and equipment, parks and recreation, technology, transportation, and utilities.

5.2 Responding to Challenges of Library Materials: Jerianne Thompson presented information about the process followed when a citizen objects to materials in the library's collection, including TLAC's role. Most complaints are resolved in discussions between the citizen and library staff or management, but a formal challenge can be initiated using the Patron Opinion of Library Materials form. This process is outlined in the library's Collection Development Policy.

5.3 WCCLS Policy Group Retreat: Jerianne Thompson reported on the WCCLS Policy Group's annual retreat. WCCLS is on a 5-year levy cycle, with the next levy coming for vote in 2015. The group identified these priorities for further study: increasing digital resources, increasing access to technology, increasing system efficiencies through centralized services, support for students, and budgeting reserve funds for contingencies.

6. COMMUNICATIONS FROM COMMITTEE MEMBERS

6.1 Members: None

7. FUTURE AGENDA ITEMS

7.1 Ice Age Discovery Trail



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7.2 Review Library Ordinances

8. **ADJOURNMENT**

Meeting was adjourned at 7:58 p.m.

_____, Suzy Coleman, Recording Secretary