



## TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

September 2, 2014

Present: Reem Alkaatan, Sonya Ambuehl, Alan Feinstein, Len Runion,  
Thea Wood

Absent: Victoria King, Marcus Young

Public:

Staff: Jerianne Thompson, Library Manager  
Sara Singer, Deputy City Manager

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**A. CALL TO ORDER**

In the absence of both the Chair and Vice Chair, Len Runion agreed to chair the meeting. He called the meeting to order at 6:32 PM.

**B. APPROVAL OF MINUTES**

The August minutes mistakenly recorded Alan Feinstein as present. Thea Wood moved and Alan Feinstein seconded that the June minutes be approved with this correction.

**C. COMMUNICATIONS**

**1. Chair:** Len Runion changed the meeting agenda to move the City Facility Study to the top of New Business.

**2. Staff:** Jerianne Thompson shared recent statistics. The Library has a new copier for public use, and staff are testing whether it can be used to scan documents to email. CenterCal has commissioned a children's book related to the Tualatin mastodon and has given it to community groups, including the Friends of Tualatin Library, to sell for donation; sales will kick off as part of Cabela's grand opening events on September 15. The Friends of the Library will hold their annual membership meeting on October 14. The City has been awarded a grant from the State of Oregon to extend the Tualatin River Greenway; it will connect behind the Library along the Tualatin River and under I-5. Reem Alkaatan has been hired as a page at the Library and will be resigning from TLAC.

**3. Public:** None

**D. OLD BUSINESS**

**1. Teen Library Committee:** Reem Alkaatan shared that TLC has adopted a new board structure with three co-chairs and three secretaries, who will rotate meeting leadership.

**2. Seneca Street & Library Parking:** Jerianne Thompson shared updates about the schedule for construction of the Seneca Street extension and City parking lots. She also reported the traffic management plans for the Cabela's grand opening; the Library will extend due dates and hold pickup dates during the store's opening weekend.

**3. Summer Reading Program:** Jerianne Thompson reported the Library had its most successful Summer Reading Program to date. A total of 2,612,380 minutes of reading was reported, surpassing the Library's Community Reading Goal. Sign-ups and completions were up for all age groups. The Library distributed more than 3,000 free books to children and teens, and teen volunteers contributed 1,000 volunteer hours.

**E. NEW BUSINESS**

**1. City Facility Study:** Sara Singer shared information about the Civic Facilities Study, which will examine the City's facility needs for City offices and community meeting spaces over the next 20 years. The study will evaluate the following departmental facility needs: Administration, Legal, Community Development, Community Services (including the Library), and Finance; it will not include recreational facilities. The City will issue a Request for Proposals to hire a consultant to assist with the process. A task force will be formed including representatives from advisory committees and Citizen Involvement Organizations, and there will be broad public involvement with outreach occurring in early 2015.

**2. TLAC Appointments:** The City will recruit for a new teen representative. Alan Feinstein and Len Runion's terms are expiring this year. Feinstein said he is interested in being reappointed; Runion said he may not renew. Election of a chair and vice-chairperson will be in October.

**3. Use of Library by Tutors Policy:** Jerianne Thompson distributed a draft of a new Use of Library by Tutors Policy. The policy is intended to formalize rules regarding tutors' use of Library space and give guidelines to when exceptions could be made to room use rules. Committee members discussed whether the policy should include language regarding paid tutors. Thompson will present a revised draft next month.

**F. FUTURE AGENDA ITEMS**

1. Ebooks
2. Use of PINs

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

**1. Members:** Sonya Ambuehl asked about checkout limits. Reem Alkaatan asked whether there were plans to increase shelving for DVDs.

**H. ADJOURNMENT**

Meeting was adjourned at 7:51 p.m.

\_\_\_\_\_, Jerianne Thompson, Recording Secretary