



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

February 7, 2017

Present: Sonya Ambuehl, Mohammed Dezay, Alan Feinstein, Nicholas Schiller,
Don Swygard, Thea Wood, Marcus Young

Absent:

Public:

Staff: Jerianne Thompson, Library Manager

A. CALL TO ORDER

Thea Wood called the meeting to order at 6:30 PM.

B. APPROVAL OF MINUTES

Don Swygard, moved and Alan Feinstein seconded that the January meeting minutes be approved as written.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson announced that Library Assistant Jennifer Patterson was named the City of Tualatin Employee of the Year and that SRG Partnership has been selected to assist in creating a furniture replacement and reconfiguration plan for the Library. She also reported on weather-related closures that caused a reduction of 21 service hours during January, a new loan period and shelf location for Blu-rays, upcoming Food4Fines plans, recent comment cards, and statistics.

3. Teen Library Committee: Mohammed Dezay reported that TLC will host an Unlucky in Love party for teens on Friday, February 10, and is assisting with preparations for a Dr. Seuss program in early March. He also shared information about a book contest on the Teen Room bulletin board.

4. Public: None

D. OLD BUSINESS

1. America's Best Communities Competition: Jerianne Thompson provided an update on Tualatin's team efforts. To date, more than 3,500 have participated in makerspace-related activities. The Mobile Makerspace trailer debuted at January's State of the City event and received positive response. The team is evaluating sustainability options to prepare for the

revised Community Revitalization Plan (due late March) and is preparing to present about Tualatin's activities in an upcoming partner webinar. Library management are developing a transition proposal for the fiscal year 2017-18 Library budget.

2. Meeting Room Policy: Committee members discussed a revised final draft to the Meeting Room Use policy. Marcus Young moved to recommend adoption of the revised policy, and Alan Feinstein seconded. The motion passed unanimously.

E. NEW BUSINESS

1. Annual Report: Jerianne Thompson shared draft information to include in TLAC's annual report to City Council, and committee members offered feedback. A draft report will be presented next month.

2. Review of Library Policies: Committee members reviewed a list of Library operational policies and identified priorities for review or revision. Jerianne Thompson will present a draft schedule next month.

F. FUTURE AGENDA ITEMS

1. Library Rules of Conduct

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: None.

H. ADJOURNMENT

Meeting was adjourned at 7:55 p.m.

_____, Jerianne Thompson, Recording Secretary



2016 ANNUAL REPORT

Tualatin Library Advisory Committee

1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

Members of the TLAC during 2016-17 include Sonya Ambuehl, Alan Feinstein (Vice Chair), Don Swygard, Thea Wood (Chair), and Marcus Young. Former members included teen representative Arlette Diaz-Boyas and Ryan Wroblewski, who resigned in August 2016. Mohammed Dezay (teen representative) and Nicolas Schiller joined the committee in January 2017.

2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2016

A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY

1. TLAC considered & provided recommendations on: Library Rules of Conduct, and Meeting Room Use policy. It also assisted in developing and recommended adoption of an updated Mission Statement for the Library: **Empowering and enriching our community through learning, discovery, and interaction.**
2. TLAC provided comments and advice to Library management regarding Library fines & refunds, Library programs, Library serving as a cooling center, cell phone use in the Library, disabled parking spaces, public technology, and library performance trends.

B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.

1. TLAC members had extensive engagement in public involvement meetings to update the Library strategic plan. TLAC members served as the core of the Library Strategic Team, which held three meetings in 2016. Eighteen community representatives participated in these meetings, with eight additional community members participating in a focus group or individual interviews.

Additional discussions were held during eight TLAC meetings, culminating in a recommendation to adopt the strategic plan. The plan includes these strategic goals:

- a. Community members experience the library as a welcoming place that inspires, delights, and satisfies curiosity.
- b. Community members gather, connect, engage, and are empowered through the library.
- c. Young children are prepared for success in school.
- d. Latino residents discover the library as a gateway to community connection.
- e. Youth have hands-on access to technology and science learning tools.

It also includes these organizational initiatives:

- a. Library staff are prepared to provide excellent customer service.
- b. Usage of the library reflects the demographics of the community.

2. TLAC provided comments and advice to City staff and Council regarding the potential Civic Center and Library expansion project, Tualatin's Capital Improvement Plan, and America's Best Communities Mobile Makerspace.

3. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:

- a. Teen Library Committee
- b. City Manager's Office
- c. Community Development Department
- d. Tualatin Library Foundation
- e. Friends of Tualatin Library
- f. Tualatin's America's Best Communities project team

C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.

1. TLAC holds open meetings and members of the public are invited to attend.
2. TLAC members review comment cards received by the City regarding the Library each month, and provide input on the topics raised.

4. ACTION PLAN FOR 2017

A. LONG-RANGE PLANNING

TLAC will be actively involved and provide citizen feedback for the City's Parks and Recreation Master Plan update and review Library services in light of priorities identified in the Library strategic plan.

B. REVIEW OPERATIONAL POLICIES

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies, including the Library Rules of Conduct.

cc: Tualatin Library Advisory Committee (TLAC)