



## TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

November 7, 2017

Present: Sonya Ambuehl, Alan Feinstein, Nicholas Schiller, Thea Wood, Marcus Young

Absent:

Public: Laura Baker, Friends of Tualatin Public Library  
Josue Anes-Paz, Leona Ulberg, Katie & Hannah Watt

Staff: Jerianne Thompson, Library Manager

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**A. CALL TO ORDER**

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

**B. APPROVAL OF MINUTES**

Alan Feinstein moved and Nicholas Schiller seconded that the September meeting minutes be approved as written.

**C. COMMUNICATIONS**

**1. Chair:** None

**2. Staff:** Jerianne Thompson reported that WCCLS recently upgraded the Library's wi-fi hardware. Areas of the Library were recently repainted, and furniture is on order for the Library's new small meeting room. Thompson announced that more than 600 elementary-school children and their parents attended Library After Dark events in October, and a program celebrating Tualatin Library's 40th anniversary will be held on November 19. The Library has hired Immer Honorato as a new half-time Public Services Assistant. Thompson and Public Services Supervisor Sarah Jesudason attended the Northwest Public Employees Diversity Conference at the end of October. Thompson provided an update on the two open TLAC positions, and she shared quarterly and monthly library statistics and recent comment cards.

**3. Teen Library Committee:** None

**4. Public:** None

**D. OLD BUSINESS**

**1. Parks & Recreation Master Plan Update:** Jerianne Thompson provided an update on recent master planning activities and September's Project Advisory Committee meeting. More than 2,900 residents participated in public involvement opportunities, including an online survey, pop-up activities, and focus groups. The committee will next meet on December 5 to discuss the results of the public involvement process, geographical analysis, and needs assessment.

**2. ADA Transition Plan Update:** Jerianne Thompson provided an update on the City's process to prepare a transition plan to identify and prioritize how to address barriers to access in facilities, programs, and services, per the requirements of the Americans with Disabilities Act. Thompson shared information about the ADA Task Force and proposed prioritization criteria.

**E. NEW BUSINESS**

**1. Friends of Tualatin Library:** Friends president Laura Baker gave a presentation about the Friends of the Tualatin Public Library, a group that provides financial support and advocacy to the Library. The Friends currently raise funds through ongoing, online, and semi-annual booksales; membership dues; and donations. The Friends has granted nearly \$160,000 to the Library since 2005. The group's goals include increasing membership and volunteers, developing and implementing a volunteer training program, and increasing visibility of the Friends.

**2. Library Service Policies:** Jerianne Thompson gave a presentation about best practices and guiding documents for developing library service policies. Library policies are intended to ensure the library operates consistently with its mission, goals, and values; to guide staff in providing equitable public services; and to provide a legal framework for the delivery of services to the public. She reviewed guidelines provided by the American Library Association and gave an overview of Tualatin's policymaking process, including TLAC's role to "consult with and advise the Library Manager on all matters affecting operations policies." Thompson will bring the Non-Library Activities on Plaza policy for discussion at January's meeting.

**3. Election of Officers:** Thea Wood self-nominated for committee chair, and Nicholas Schiller self-nominated for vice-chair. Alan Feinstein moved to accept the nominations and elect Wood and Schiller to the offices; Sonya Ambuehl seconded. They were elected unanimously.

**F. FUTURE AGENDA ITEMS**

1. Library Rules of Conduct
2. Strategic Plan Update

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

**1. Members:** Thea Wood requested an update about the changes to library fines enacted in summer 2017. Jerianne Thompson confirmed the group was available to meet on January 2, 2018.

**H. ADJOURNMENT**

Meeting was adjourned at 7:40 p.m.

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



**TUALATIN LIBRARY ADVISORY COMMITTEE  
MINUTES**

**December 5, 2017**

Present: Alan Feinstein, Nicholas Schiller, Thea Wood

Absent: Sonya Ambuehl, Marcus Young

Public:

Staff: Jerianne Thompson, Library Manager

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**A. CALL TO ORDER**

In the absence of a quorum, the December 5, 2017, meeting was cancelled.

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