



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

January 8, 2019

Present: Alan Feinstein, David Jaimes, Jack Milne, Laura Stewart, Thea Wood, Marcus Young

Absent: Nicholas Schiller

Public: Ingrid De La O'Ruiz, Dana Schmidt, Nick Schmidt

Staff: Jerianne Thompson, Library Director

A. CALL TO ORDER

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

B. APPROVAL OF MINUTES

Marcus Young moved and Alan Feinstein seconded that the December meeting minutes be approved as written.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson reported that Access Services Supervisor Suzy Coleman is retiring and a recruitment for her position is now open. The Library recently hired Marcus Lindbloom as a part-time Public Services Assistant, after an internal recruitment. The Library will partner with AARP volunteers to offer income tax preparation assistance again this year. Thompson shared recent statistics and comment cards.

3. Teen Library Committee: None.

4. Public: None.

D. OLD BUSINESS

1. Community Room Use Policy: Committee members reviewed proposed changes to the Community Room Use Policy. The revisions include extending available hours to match hours when the Library is staffed, allowing use of the projector and projector screen, and adding clarifying language. It was also proposed to increase the rental fees for the room to more closely match market rates, effective July 1. Alan Feinstein moved to recommend approval of the revised policy and the increased fee rates; Laura Stewart seconded. The motion passed unanimously.

E. NEW BUSINESS

1. Library Strategic Plan: Jerianne Thompson presented a report detailing the Library's progress toward goals in its strategic plan. Committee members discussed the activities and metrics and offered suggestions.

F. FUTURE AGENDA ITEMS

1. Library Operational Policies
2. Strategic Plan Update

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. **Members:** None.

H. ADJOURNMENT

Meeting was adjourned at 8:00 PM.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

CONFIDENTIALITY OF LIBRARY RECORDS

POLICY: Tualatin Library recognizes that library users have the right to confidentiality and privacy with respect to information in the library's records.

BACKGROUND: Oregon Revised Statutes 192.355 (23) allow library records, including circulation records, to be exempted from Public Records Law. This means that Tualatin Public Library is permitted to either disclose or not disclose circulation records, including address, phone number and email address.

The American Library Association's Code of Ethics states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

RULES: Circulation and registration records of library users are not disclosed to anyone except the patron or someone else who can produce the patron's library card number and/or some other information to show permission to access the patron's card information and circulation record.

Only a library employee or volunteer working within the scope of his or her duties may use library records. All library employees and volunteers working with patron records will be subject to city-issued background check before being allowed to work with patron records.

Circulation records of minor children may be disclosed to parents or the responsible adult listed in the account with the child's library card or card number.

Only the WCCLS Manager, Tualatin Library Director or designee may release circulation and registration records, and only if a court order in proper form has been entered by a court of competent jurisdiction after a showing of cause by a law enforcement agency or person seeking records. The library reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, and mailings.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee August 14, 2012.

In 2018, TLAC:

- Heard presentations/reports from: Teen Library Committee, City Manager's Office, Parks & Recreation, Friends of Tualatin Library, and Tualatin Library Foundation.
- Considered & provided recommendations on: updated library rules and several operational policies, including Collection Development, Technology, Public Use of Exhibit Space, and Community Room Use.
- Provided comments and advice regarding: Parks & Recreation Master Plan Update, Library Strategic Plan, makerspace conceptual study, library user survey, Summer Reading, library facilities, library budget, early literacy services, intellectual freedom, outcomes assessment, and library utilization trends.
- Highlighted accomplishments from strategic plan work included:
 - 100% of surveyed parents said storytime helped them feel more confident about helping their child learn and 100% learned something they could share with their child.
 - 98% of survey participants ranked library service as good to excellent.
 - Developed new tools and procedures for staff to support excellent customer service.
 - 613 children (approximately 40% of the eligible population) are participating in 1000 Books Before Kindergarten.
 - Increased outreach to schools and organizations serving youth.
 - Library of Things collection introduced.
 - 66% of survey participants said the library has helped them connect or engage with the community.

In 2019, TLAC will:

- Participate in Library long-range planning.
- Review Library services in light of priorities identified in the Library strategic plan.
- Continue review of operational policies.
- Advance Council vision, supporting social equity and inclusion within Library programs and services.