



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE

November 5, 2019 - 6:30 PM

TUALATIN PUBLIC LIBRARY

18878 SW Martinazzi Ave.

A. CALL TO ORDER

B. **APPROVAL OF MINUTES:** October 1, 2019

C. COMMUNICATIONS

1. Chair
2. Staff
3. Teen Library Committee
4. Public

D. OLD BUSINESS

1. Use of Library by Tutors Policy
 - Discussion & Consider Recommendation

E. NEW BUSINESS

1. Friends of Tualatin Library
 - Presentation
2. User Survey
 - Discussion

F. FUTURE AGENDA ITEMS

1. Officer Election
2. Library Volunteers

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

October 1, 2019

Present: Jack Milne, Nicholas Schiller, Laura Stewart, Thea Wood, Marcus Young

Absent: Alan Feinstein, David Jaimes

Public:

Staff: Jerianne Thompson, Library Director
Betsy Rodriguez Ruef, Community Engagement Coordinator

A. **CALL TO ORDER**

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

B. **APPROVAL OF MINUTES**

Nicholas Schiller moved and Marcus Young seconded that the September meeting minutes be approved as written.

C. **COMMUNICATIONS**

1. **Chair:** None.

2. **Staff:** Jerianne Thompson reported the Library was involved in making stamps for a sidewalk art project in the city. The Library plans to conduct its annual user survey in October. Library management has selected an architectural firm for the makerspace design work. Benches were removed from the public restrooms because their placement was not compliant with ADA standards; committee members asked if there was an alternate piece of furniture that could be used in the restrooms, such as a small shelf. Thompson also shared statistics, comments from a recent survey, and recent comment cards.

3. **Teen Library Committee:** None.

4. **Public:** None.

D. **OLD BUSINESS**

1. None.

E. **NEW BUSINESS**

1. **Community Engagement:** Betsy Rodriguez Ruef gave a presentation about Tualatin's community engagement efforts, in support of the City Council vision to have a connected, informed, and civically engaged

community that embraces our City's diversity. Ruef works with the Diversity Task Force to build relationships with Tualatin's Latino community and to get input on community projects. She also works with the Community Involvement Organizations, which are neighborhood-based, and supports consultation and engagement projects with city residents. She shared highlights from National Night Out and Viva Tualatin.

2. Use of Library by Tutors Policy: Jerianne Thompson introduced minor changes to the policy, which was approved by TLAC in November 2014. Laura Stewart expressed concern about wording used in the rules for use of the Children's Room. The committee agreed by consensus to change the statements to read: Rules for tutoring in specific Library spaces: Tutoring in the Children's Room is permitted for children up to 5th grade only.

3. Officer Election: Marcus Young moved to table the election until a future meeting; Laura Stewart seconded. The motion passed unanimously.

F. FUTURE AGENDA ITEMS

1. Friends of Tualatin Library

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. **Members:** Marcus Young shared that he likes the new WCCLS catalog.

H. ADJOURNMENT

Meeting was adjourned at 7:40 PM.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

USE OF LIBRARY BY TUTORS

POLICY: The Tualatin Public Library is available for the use of the public to meet their informational, educational, and recreational needs, including tutoring of students.

RULES: Tutoring is allowed in open study and reading areas throughout the Library if such activity does not disturb staff or Library users. Conversations or instruction should not be loud enough to distract other library users. Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.

Tutors and students are expected to abide by the Library Rules and other Library policies.

Tutors are responsible for the behavior of the student during the session. Children under the age of 10 must be under the direct supervision of the tutor until they are released to a parent or designated responsible adult. The Library assumes no responsibility for unattended children.

Tutors may not publish or distribute advertisements or letters identifying the Library as their place of doing business or imply Library sponsorship of their activities. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use available Library space. The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.

Rules for tutoring in specific Library spaces:

- Tutoring in the Children's Room is permitted for children up to 5th grade only.
- The Teen Room is reserved for the use of teens in 6th-12th grades and may not be used by adults. The Teen Room may not be used for tutoring.
- The Conference and Study rooms may be used in accordance with the Conference Room and Study Room Use policy; exceptions to this must be approved in advance by the Library Director or designee.
- The Community Room may not be used for tutoring, in accordance with the Policy on Use of the Community Room.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee November 2014.