



## TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

January 7, 2020

Present: Alan Feinstein, Kaia Gill, Dana Paulino, Nicholas Schiller, Laura Stewart, Thea Wood

Absent: Marcus Young

Public: Wayne Welch, Royce Hermens, Jay Harris, Laurie Harris – Tualatin Library Foundation; Carlos Carteno

Staff: Jerianne Thompson, Library Director

Consultant: Gary Danielson and Bjorn Clouten, SRG Partnership

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**A. CALL TO ORDER**

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

**B. APPROVAL OF MINUTES**

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

**C. COMMUNICATIONS**

**1. Chair:** None.

**2. Staff:** Jerianne Thompson announced the Library will offer assistance with income tax filing in partnership with AARP. The Library will serve as a resource center during the upcoming Census, making computers available for individuals to use to complete the Census. A software upgrade is scheduled for the Library next week. Thompson also shared statistics and recent comment cards.

**3. Teen Library Committee:** Kaia Gill reported that TLC is preparing for a murder trivia program in January and Unlucky in Love in February.

**4. Public:** None.

**D. OLD BUSINESS**

**1. Library Makerspace:** Gary Danielson from SRG Partnership presented the in-development design for the proposed makerspace room inside the Library. The room would be located where the CD and Young Adult collections are currently shelved, with the adult computers relocated where the DVD collections are shelved. The intent of the design is to allow flexible

use of the room. The room would include countertops with cabinets along the north and east walls, with the glass along the south and west walls. The design phase will be completed in February and will include an updated cost estimate for the project. Committee members asked questions about features of the room and potential room uses.

**E. NEW BUSINESS**

None.

**F. FUTURE AGENDA ITEMS**

1. WCCLS
2. Child Safety Policy

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

1. **Members:** Laura Stewart encouraged meeting attendees to ask elected officials to make school libraries a priority within the school district.

**H. ADJOURNMENT**

Meeting was adjourned at 7:30 PM.

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



# LIBRARY POLICY

## CITY OF TUALATIN

### CHILD SAFETY POLICY

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**POLICY:** Tualatin Public Library welcomes youth of all ages to use its facilities and services. Tualatin Public Library is a public building, open to everyone, and a child's safety cannot be guaranteed. Children may encounter hazards such as doors, furniture, electrical equipment, and other library patrons.

Responsibility for the behavior and well-being of children using the Library rests with the parent, guardian, or designated caregiver. Library staff members cannot supervise children in the Library.

**RULES:** Children under 10 years of age must be accompanied by a parent, guardian, or designated responsible ~~adult~~ caregiver at all times while in the Library. This means the caregiver must supervise the child during the entire Library visit by keeping them within their line of sight. Exceptions may be made for some Library events, with parental consent.

Oregon Revised Statutes 163.545: Child neglect in the second degree. (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child. (2) Child neglect in the second degree is a Class A misdemeanor.

Tualatin Public Library is not responsible for a minor's selection of library materials, attendance at programs or use of the Internet or other services. Parents, guardians, or responsible ~~adults~~ caregivers are expected to accompany their minor children in the use of library materials and services, including computer use.

#### **Unattended Children**

Library staff will take the actions outlined below in situations such as:

- A child is observed to be unattended for more than ~~15~~5 minutes.
- An unattended child appears to be ill, upset, or hungry.
- An unattended child is doing something unsafe, or another person in the Library poses a perceived threat to the child.
- A child or minor is not picked up at closing time.

Library staff will attempt to contact the parent or guardian. If staff cannot contact the parent or guardian, they may place the child in the care of Tualatin Police.

**Code Adam**

Tualatin Public Library uses Code Adam when a child is reported missing.

When a child is reported missing, all Library staff will stop work to assist in the search. Library programs and the staff leading them can continue but may be disrupted in the course of the search.

Library and/or City staff will search the building and block all exits. No one is allowed to leave or enter the building while a Code Adam is in progress.

If the child is not found within 3 minutes of the first announcement, Library staff will call 911. Tualatin Police Department will take charge of the situation and instruct Library staff in next steps.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee September 1, 2015.

In 2019, TLAC:

- Heard presentations/reports from: Teen Library Committee, City Manager's Office, Community Development, Library staff, Friends of Tualatin Library, and Tualatin Library Foundation.
- Considered & provided recommendations on: updated Library Strategic Plan and several operational policies, including Confidentiality of Library Records, Gifts, and Use of Library by Tutors.
- Provided comments and advice regarding: services for youth, school-age children, teens, and adults; makerspace design; internet filtering; library user survey; Summer Reading; library facilities; library budget; volunteerism; and library utilization trends.
- Highlighted accomplishments from strategic plan work included:
  - 88% 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.
  - 97% of survey participants ranked library service as good to excellent. 95% said the Library is a welcoming place.
  - 994 children (approximately 65% of the eligible population) are participating in 1000 Books Before Kindergarten.
  - Increased outreach to schools and organizations serving youth. Hosted multiple 4th grade class field trips, registering approximately 250 new library cards.
  - Expanded participation in the Summer Reading Program. 65% of surveyed parents said their child read for fun more often last summer because of Summer Reading.
  - Expanded makerspace equipment.
  - Supported planning & implementation of Viva Tualatin.

In 2020, TLAC will:

- 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.