



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE

February 2, 2020 - 6:00 PM

Virtual Meeting:

<https://us02web.zoom.us/j/84948592718>

+1 669-900-6833, meeting ID 849 4859 2718

A. CALL TO ORDER

B. **APPROVAL OF MINUTES:** December 1, 2020

C. COMMUNICATIONS

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

D. OLD BUSINESS

1. Library Operations
2. Makerspace Update

E. NEW BUSINESS

1. Distribution of Free Materials Policy

F. FUTURE AGENDA ITEMS

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

All meetings of the Committee are open to the public. If you need special assistance or accommodation to participate in this meeting, contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

December 1, 2020

Present: Oksana Davletshina, Alan Feinstein, Kaia Gill, Dana Paulino, Nicholas Schiller, Thea Wood

Absent: Marcus Young

Public:

Staff: Jerianne Thompson, Library Director

A. CALL TO ORDER

Thea Wood called the meeting to order at 6:02 PM.

B. APPROVAL OF MINUTES

Nicholas Schiller moved to approve the November meeting minutes as written; Alan Feinstein seconded.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson reported that the Friends of Tualatin Library have suspended accepting donations until mid-January. She shared information about upcoming community events Donuts in the Park and Holiday Lights Parade, which are being offered by Parks and Recreation. She also said that the Library would be closed for Christmas Eve as well as Christmas Day this year. Thompson shared recent video statistics and comments received.

3. Teen Library Committee: Kaia Gill reported that TLC will continue hosting programs on the second Friday of each month, as well as a relaxation event and virtual gaming during Winter Break.

4. Public: None.

D. OLD BUSINESS

1. Library Operations: Jerianne Thompson provided an update on library operations. Because of the recent freeze announced by the governor, the Library stopped offering computer access, although printing services are still available. To help connect patron with library materials, the Library has debuted an At-Home Recommendations form and will introduce Films To

Go, in which patrons can request an assortment of DVDs in a genre of their choice.

E. NEW BUSINESS

1. 2021 Meeting Calendar: Committee members reviewed and approved the proposed meeting dates for 2021.

2. Policy Review: Jerianne Thompson presented an overview of best practices related to library policies. As part of reviewing and updating policies, Library management will use an equity lens, a process for analyzing the impacts of a policy on user groups.

F. FUTURE AGENDA ITEMS

1. None.

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: Thea Wood asked for an update about the library's proposed makerspace. Alan Feinstein asked for a presentation about e-books as a future agenda item. Oksana Davletshina asked about the availability of Russian language books to library patrons.

H. ADJOURNMENT

Meeting was adjourned at 6:39 PM.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

DISTRIBUTION OF FREE MATERIALS POLICY

POLICY: As a public service the Tualatin Public Library provides limited space for the distribution of free community information. It is not possible or appropriate for the Library to store, display, or distribute multiple copies of every free publication.

RULES: Displaying materials requires permission from library staff. Library staff will consider all free materials and will allow a limited number of publications and announcements for distribution and display. Priority is given to materials that meet the following criteria:

1. Materials that are free and provide current information about cultural events, educational opportunities, government, or 501(c)(3) programs to assist citizens.
2. Materials most frequently requested by the public.
3. Materials that further the library's goal of providing current community information to a diverse population.

No materials will be accepted when:

1. The content violates state, local, or federal law.
2. The content violates Tualatin Public Library policies.

Because of the limited space Library staff may have to further limit the number of publications distributed and may display announcements or materials for only a limited period of time or on a rotating basis. These decisions will be based on the popularity, timeliness, and usefulness of the materials.

Library staff will remove materials when they have expired. Expired materials or submitted materials that do not meet criteria for display will be discarded.

The Library reserves the right to establish time, place, and manner restrictions for display or materials submitted. The display or distribution of materials does not indicate endorsement by the Library or the City of Tualatin.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee, June 2005; updated May 2017.