



## MEETING NOTICE

### TUALATIN LIBRARY ADVISORY COMMITTEE

March 2, 2021 - 6:00 PM

#### Virtual Meeting:

<https://us02web.zoom.us/j/85753559349>

+1 253-215-8782, meeting ID 857 5355 9349

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#### A. CALL TO ORDER

#### B. APPROVAL OF MINUTES: February 2, 2021

#### 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. Annual Report
2. Strategic Plan

#### F. FUTURE AGENDA ITEMS

1. E-books

#### 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](mailto: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

February 2, 2021

Present: Oksana Davletshina, Alan Feinstein, Kaia Gill, Dana Paulino, Thea Wood, Marcus Young

Absent: Nicholas Schiller

Public:

Staff: Jerianne Thompson, Library Director

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**A. CALL TO ORDER**

Thea Wood called the meeting to order at 6:04 PM.

**B. APPROVAL OF MINUTES**

The December meeting minutes were approved by consensus.

**C. COMMUNICATIONS**

**1. Chair:** None.

**2. Staff:** Jerianne Thompson reported that as of January 26, all WCCLS libraries have eliminated overdue fines. Employee Immer Honorato was promoted to Library Outreach Specialist; a recruitment is open for a 32-hour Public Services Assistant position. Thompson shared recent statistics.

**3. Teen Library Committee:** Kaia Gill reported that TLC will host its annual Unlucky in Love program this month. The committee is currently planning spring events.

**4. Public:** None.

**D. OLD BUSINESS**

**1. Library Operations:** Jerianne Thompson provided an update on library operations. The Library will not serve as an AARP Tax Aide site this year. To help connect patrons with new books in the collection, the Library has started publishing virtual book lists featuring different collection areas.

**2. Makerspace Update:** Jerianne Thompson reported that a construction contract for the project was awarded to INLINE Commercial Construction, which submitted a bid of about \$255,000. The total project cost is estimated at \$425,000. Construction is expected to begin by early March

with completion by May. The committee reviewed the proposed new layout of the library's adult and teen collections.

**E. NEW BUSINESS**

**1. Distribution of Free Materials Policy:** Jerianne Thompson presented the Distribution of Free Materials Policy, with no suggested changes. Alan Feinstein moved to recommend approval of the policy; Dana Paulino seconded. The motion passed unanimously.

**F. FUTURE AGENDA ITEMS**

**1. None.**

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

**1. Members:** None.

**H. ADJOURNMENT**

Meeting was adjourned at 6:38 PM.

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



# 2020 ANNUAL REPORT

## Tualatin Library Advisory Committee

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### 1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

Members of the TLAC during 2020 include Alan Feinstein, Kaia Gill (teen representative), Dana Paulino, Nicholas Schiller (Vice Chair), Thea Wood (Chair), and Marcus Young. Former members included Laura Stewart, who resigned in October 2020. Oksana Davletshina joined the committee in November 2020.

### 2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities, and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

### 3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2020

#### A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY

1. Committee members considered & provided recommendations on operational policies, including Child Safety and Children's Room & Teen Room policy.
2. TLAC discussed and provided comments to Library management regarding library operations during the pandemic, Summer Reading, library facilities, library budget, library utilization trends, public art, and volunteerism. Committee members shared their perspective as citizens and library users, providing input representing our diverse community.

#### B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.

1. TLAC recommended support for the WCCLS overdue fine free proposal.

2. TLAC received presentations from library partners and recommended activities to strengthen these partnerships. Presentations included:
  - a. Teen Library Committee
  - b. Parks & Recreation
  - c. Tualatin Library Foundation
  - d. Friends of Tualatin Library

**C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.**

1. TLAC holds open meetings and members of the public are invited to attend. No formal complaints were brought before the committee in 2020.
2. TLAC members review comment cards received by the City regarding the Library each month and provide feedback on the topics raised.

**4. ACTION PLAN FOR 2021**

**A. LONG-RANGE PLANNING**

TLAC will continue to be actively involved and provide citizen feedback for the update to the Library strategic plan.

**B. REVIEW OPERATIONAL POLICIES**

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies.

**C. ADVANCE COUNCIL VISION**

TLAC will support social equity and inclusion within Library programs and services, providing opportunity to thrive for all community members.

cc: Tualatin Library Advisory Committee (TLAC)

# **Tualatin Public Library Strategic Plan 2019-2022**

## **Mission Statement**

Empowering and enriching our community through learning, discovery, and interaction.

## **Organizational Values**

We are guided by these shared values:

Community

Collaboration

Adaptability

Inclusion

## **Background**

Tualatin Public Library serves approximately 29,000 people, including residents of the City of Tualatin and adjacent incorporated areas. Tualatin has been a member of Washington County Cooperative Library Services (WCCLS) since 1977.

A Library Strategy Team met in 2016 to consider community needs and assist in developing a strategic framework to guide Tualatin Library's plan. Through 2022, Tualatin Library will focus resources on the following priorities:

## **Library Strategic Goals**

- A. Community members experience the library as a welcoming place that inspires, delights, and satisfies curiosity.
- B. Community members are empowered as they gather, connect, and engage through the library.
- C. Young children are prepared for success in school.
- D. Latino residents discover the library as a gateway to community connection.
- E. Community members have hands-on access to technology and creative tools.

## **Organizational Initiatives**

- Library staff are prepared to serve the changing needs of Tualatin's diverse population.
- Library staff are prepared to provide excellent customer service.