



## MEETING NOTICE

### TUALATIN LIBRARY ADVISORY COMMITTEE

May 4, 2021 - 6:00 PM

Virtual Meeting:

<https://us02web.zoom.us/j/81012602459>

+1 253-215-8782, meeting ID 810 1260 2459

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#### A. CALL TO ORDER

#### B. APPROVAL OF MINUTES: April 6, 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. TTSD Youth Access Card Project
2. Library Budget
3. Meeting Room Use Policy

#### F. FUTURE AGENDA ITEMS

1. E-books
2. Summer Reading

#### 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

April 6, 2021

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

Absent:

Public: Royce Hermens, Tualatin Library Foundation

Staff: Jerianne Thompson, Library Director

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**A. CALL TO ORDER**

Thea Wood called the meeting to order at 6:03 PM.

**B. APPROVAL OF MINUTES**

The March meeting minutes were approved by consensus.

**C. COMMUNICATIONS**

**1. Chair:** None.

**2. Staff:** Jerianne Thompson announced the hire of Yeraldin Guerra as the Library's new 32-hour Public Services Assistant. A recruitment is currently open for a full-time STEAM Librarian, a new position. The annual State of the City will be held virtually at 6pm on May 12. Thompson shared recent statistics.

**3. Teen Library Committee:** Kaia Gill reported that TLC will host a games program this month. The committee is currently planning events for May.

**4. Public:** None.

**E. NEW BUSINESS**

**1. Tualatin Library Foundation:** Foundation President Royce Hermens updated the committee on the Foundation's recent activities. The Foundation's board is refocusing on defining its purpose and strategies and identifying new opportunities for fundraising. The Foundation is supporting the new makerspace with a \$100,000 contribution.

**D. OLD BUSINESS**

**1. Library Operations:** Jerianne Thompson provided an update on library operations. Library management is currently planning for reopening for limited browsing after the makerspace construction is complete.

**2. Makerspace Update:** Jerianne Thompson shared photographs of the makerspace construction in-progress.

**E. NEW BUSINESS**

**2. Self-Reported Theft Policy:** Jerianne Thompson presented revisions to the Self-Reported Theft Policy. Statements pertaining to overdue fines and use of a collection agency were removed. Committee members discussed the requirement that the patron must provide official documentation of the loss in order to have replacement charges reduced, and whether that created a significant barrier for marginalized populations. Thompson stated that the policy has to follow WCCLS policy, which requires the documentation. Nicholas Schiller moved to remove the statements related to fines and a collection agency and recommend approval of the policy. Alan Feinstein seconded. The motion passed unanimously.

**F. FUTURE AGENDA ITEMS**

1. E-books
2. Summer Reading

**G. COMMUNICATIONS FROM COMMITTEE MEMBERS**

1. Members: None.

**H. ADJOURNMENT**

Meeting was adjourned at 7:00 PM.

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



# LIBRARY POLICY

## CITY OF TUALATIN

### MEETING ROOM USE POLICY

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~~**PURPOSE OF POLICY:** To clarify rules for the use of the meeting rooms at Tualatin Public Library.~~

~~**POLICY:** These Meeting rooms are available for non-commercial activities during library open hours, when not in use for Library activities. The Library and City Departments may make a reservation further in advance, and for longer duration, than the general public.~~

**BACKGROUND:** Tualatin Public Library provides three rooms for use by groups: a conference room designed to hold up to 10 people, and two study rooms with a capacity of four people. The Library Community Room is governed by a separate policy and is not addressed in this document.

~~**POLICY:** These rooms are available for non-commercial activities during library open hours, when not in use for Library activities. The Library and City Departments may make a reservation further in advance, and for longer duration, than the general public.~~

#### **Meeting Room Rules:**

Groups of two or more may make advance reservations for any room.

Individuals may make advance reservations for the study rooms. Rooms are not available when the library is closed to the public.

- Reservations may be made up to four weeks in advance.
- One reservation per day per group or individual.
- A room will be held for 10 minutes past the reserved time, after which the room will be made available for other individuals or groups.
- When rooms are not reserved, use is on a first-come, first-served basis.

~~Rooms are not available when the library is closed to the public.~~

- The maximum amount of time that a group or individual may use these rooms is two hours per day.
- The Library and City Departments may make a reservation further in advance, and for longer duration, than the general public.

Use of a meeting room does not constitute or imply the Tualatin Public Library's or the City of Tualatin's endorsement or approval of a user's activities. -or- of the viewpoints expressed by participants in the meeting.

Meeting rooms shall not be used in any way that interferes with regular library services and operations or which causes a threat to the safety of Library employees, patrons, or property.

The Library is not responsible for accidents, injury, loss, or damage to the private property of the individual or group using a meeting room.

Exceptions to these rules must be approved in advance by the Library Manager or designee.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee January 2013; updated February 2017.