



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE
November 1, 2022 - 6:00 PM
Tualatin Public Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:

<https://us02web.zoom.us/j/86487701415>
+1 253-215-8782, meeting ID 864 8770 1415

A. CALL TO ORDER

B. APPROVAL OF MINUTES: October 4, 2022

C. COMMUNICATIONS

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

D. OLD BUSINESS

1. Community Room Policy
2. American Library Association Code of Ethics

E. NEW BUSINESS

1. TTSD Student Card Project

F. FUTURE AGENDA ITEMS

1. Collection Development Policy
2. Technology Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

All meetings of the Committee are open to the public. This meeting location is accessible to person with disabilities. To request accommodations, please contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063 at least 36 hours prior to the meeting.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Communications. Written statements may be sent in advance to Library Director Jerianne Thompson no later than 5pm on November 1, 2022.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

October 4, 2022

Present: Dana Paulino, Ashley Payne, Thea Wood, Marcus Young
Absent: Alan Feinstein, Nicholas Schiller
Public: Emma Gray, Tualatin Parks Advisory Committee chair
Staff: Jerianne Thompson, Library Director
Kit Lorelied, STEAM Librarian

A. CALL TO ORDER

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

B. APPROVAL OF MINUTES

The September meeting minutes were approved by the unanimous consent of present committee members.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson reported that the Library is conducting a recruitment for the youth-oriented Librarian I position. The Library is currently hosting the Shrunken Regatta again, a mini-pumpkin decorating contest. Tualatin is currently developing a Climate Action Plan; Thompson encouraged committee members to visit the online open house. Thompson shared recent statistics.

3. Teen Library Committee: Jerianne Thompson reported that TLC is working on program plans for Dia de los Muertos and Dinovember.

4. Public: Emma Gray of the Tualatin Parks Advisory Committee provided information about the Parks & Trails Bond measure on the November ballot, describing it as an investment that will come back multifold.

D. OLD BUSINESS

1. None.

E. NEW BUSINESS

1. Library Makerspace: Kit Lorelied presented information about the Library's makerspace, which has been open for one year. In that time, the makerspace has seen 2100 visits by 450 unique users. The most popular

tools are art supplies, 3D filament printers, and 3Doodlers. In addition to drop-in Open Labs, the makerspace is now offering monthly themed projects, as well as citizen science projects. Lorelied said the makerspace is attracting people staff don't normally see using the Library.

2. American Library Association Code of Ethics: Jerianne Thompson provided an overview of the ALA Code of Ethics, which states the values to which library workers are committed and embodies the ethical responsibilities of the profession. Many libraries have adopted this Code of Ethics, and Thompson would like to see Tualatin Library do the same. Committee members asked questions about the Code of Ethics and the implications of adopting it as local policy.

3. Election of Officers: Thea Wood nominated Dana Paulino to serve as chair and Ashley Payne to serve as vice-chair for the coming year; Marcus Young seconded the motion. The motion passed unanimously.

F. FUTURE AGENDA ITEMS

1. Technology Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. **Members:** None.

H. ADJOURNMENT

Meeting was adjourned at 7:00 PM.

_____, Jerianne Thompson, Recording Secretary



Tualatin Public Library
18878 SW Martinazzi Avenue
Tualatin, OR 97062-7092
503.691.3079 Reservations
503.691.3074 Library Information
www.tualatinoregon.gov/library

Policies and Procedures for Reserving the Tualatin Public Library Community Room

Persons with disabilities may request these materials in alternative formats. Please contact Nancy Beall at 503.691.3079 with your request and allow as much lead-time as possible.

Welcome to the Tualatin Public Library. In keeping with its mission, the Tualatin Public Library Community Room is available for public use. If you have further questions or need additional information, please give us a call.

Making a Reservation

- All reservations require that a City of Tualatin Facility Use Permit application be completed.
- Fees are payable at the time of application.
- Applicants must be 21 years of age or older, meetings must be open to the public, and not for conducting business.
- Applications must be submitted at least seven (7) days prior to the desired reservation date.

Rental Periods

The Tualatin Public Library Community Room is available for general public use* during staffed Library hours and is not available for rental on holidays or when the Library is closed. See usage policies. The minimum reservation period is 1 hour. *Please include all hours you intend to use the facility, including decorating or set-up times and time for clean-up.*

Monday through Thursday: 9:00 am to 8:00 pm
Friday through Sunday: 9:00 am to 6:00 pm

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below.

- Class 1:** Activities sponsored by the Tualatin Public Library and/or City of Tualatin
May reserve the Library Community Room up to one **(1)** year in advance.
- Class 2:** Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin
May reserve the Library Community Room up to one **(1)** year in advance.
- Class 3:** Non-profit organizations may reserve the Library Community Room up to three **(3)** months in advance for ongoing or one-time activities. \$15 per hour
- Class 4:** All other organizations, including religious and political groups, are categorized by resident / nonresident for the purpose of determining rental fees. May reserve the Library Community Room up to three **(3)** months in advance for ongoing or one-time activities. Tualatin Residents: \$25 per hour Non-Residents: \$50 per hour

A resident is defined as:

- A person who resides within the city limits of Tualatin.
- A person who works within the city limits of Tualatin.
- An organization of which 50% or more of the members reside within the city limits.
- An employee of the City of Tualatin.

Final determination of a group's classification will be made by the Library Director.

Extensions of ongoing reservations may be made one (1) time per month, but no sooner than two (2) months prior to the expiration of the current reservation.

The City reserves the right to cancel any facility use reservation at any time.

Policies for Use of the Community Room*

The primary purpose of the facility is to provide space for Library-sponsored programs and events and other official City of Tualatin activities. When not otherwise scheduled, the room will be available on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use, so long as the individuals or groups abide by the rules governing use of the room.

Use of the Community Room does not constitute or imply the Tualatin Public Library's or City of Tualatin's endorsement or approval of a user's event or activities.

All meetings and programs held by Class 3 and Class 4 groups **must be free and open to the general public.**

Soliciting for, or conducting business is not allowed. No admission fees may be charged or solicited. No donations of money or other property may be solicited. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Exceptions are made for Library partner organizations. ~~the Friends of Tualatin Library and the Tualatin Library Foundation.~~

Nothing in this policy shall be construed to prohibit any act protected under the circumstances by the federal or state constitution.

All activities occurring within the Library Community Room must comply with these rules and with the Library Rules. The Library Director shall have final authority regarding use of the Community Room. The Library reserves the right to refuse or revoke a reservation if the program or gathering is disruptive to the Library's normal course of business, is in violation of the adopted Library Rules, or is in violation of this room use policy. Any group asked to leave during an event because of violations of the rules forfeits the rental fee.

Fundraising for charitable purposes is allowed as long as the event is open to the public and complies with the Community Room and Library policies. A Special Event Permit application must be submitted and approved by the Library Director for any fundraising activity, festival, or special event. Special Event Permit applications are due a minimum of 45 days prior to the event.

The following multimedia equipment is available for public use: ceiling-mounted projector and projector screen.

The Community Room has 19 tables and 75 chairs, maximum capacity is 147. Chair and table set-up and take-down is the responsibility of the renters. Posters, decorations, or other wall hangings may only be attached to the tack boards.

Cleaning/Security Deposit

A cleaning/security deposit is not required. Clean-up includes wiping table surfaces, removing debris from floors, and placing garbage in appropriate containers. The Service Counter may be used and must be cleaned by the renter.

Any group or individual renting the Library Community Room and found to have caused damage, neglected to leave the room in a clean condition, or violated any Library rule, will be assessed the direct costs to replace, repair, and/or clean damaged or dirty equipment and/or facilities and may be denied a future facility reservation, up to one year.

The Library Director may require comprehensive general liability insurance covering personal injury and property damage, naming the City of Tualatin, its officers, agents, and employees as additional insureds, when it is determined to be warranted, given the nature of the activity, size of the group, and/or the City's previous experience with a particular group.

Food and Drink / Beverage

Refreshments must be prepared in advance. The room is not designed for cooking or preparation of food.

No alcohol use allowed, unless event is City-sponsored or co-sponsored.

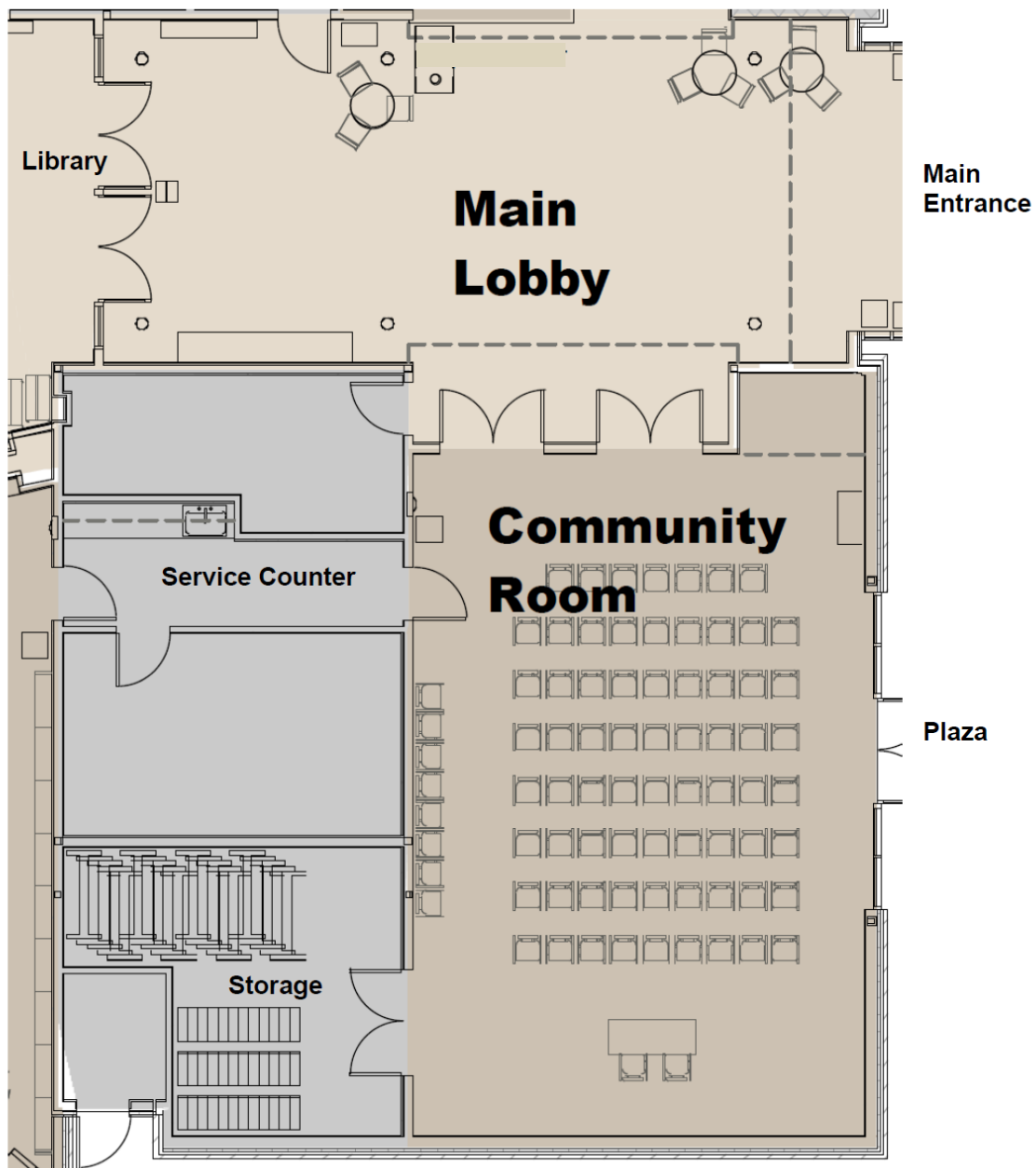
Cancellations

A full refund will be given when the Library Director has cancelled a reservation and a reschedule date cannot be accommodated. When a reserving group cancels or reschedules a reservation fourteen (14) days or more before a rental date, the full rental fee will be refunded, less a handling fee. The handling fee for cancellations is \$10.

When a reserving group cancels or reschedules a reservation less than fourteen (14) days before a rental date, no refund of the rental fee is given, unless the facility is re-rented. If the facility is re-rented, the full rental fee, less a \$10 handling fee, will be refunded.

This policy is approved by Tualatin Library Advisory Committee, January 2019.

Community Room Floor Plan



American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.