



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE
September 5, 2023 - 6:00 PM
Tualatin Public Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:

<https://us02web.zoom.us/j/88016334719>
+1 253-215-8782, meeting ID 880 1633 4719

A. CALL TO ORDER

B. APPROVAL OF MINUTES: August 2, 2023

C. COMMUNICATIONS

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

D. OLD BUSINESS

1. Banned Books Week Proclamation

E. NEW BUSINESS

1. Gift Policy
2. TTSD Student Card Project
3. Capital Improvement Projects

F. FUTURE AGENDA ITEMS

1. Confidentiality of Circulation Records 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 September 5, 2023.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

August 2, 2023

Present: Alan Feinstein, Dawnell Meyer, Dana Paulino, Ashley Payne, Satvika Vadapu, Thea Wood, Marcus Young

Absent:

Public:

Staff: Jerianne Thompson, Library Director

A. CALL TO ORDER

Dana Paulino called the meeting to order at 6:00 PM.

B. APPROVAL OF MINUTES

Marcus Young moved to accept the June meeting minutes as written; Dawnell Meyer seconded. The motion passed unanimously.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson announced that Jennifer Patterson has resigned as Library Assistant; Library management are evaluating the position. More than 2,200 have signed up so far for Summer Reading. She reported that Tualatin has a new City Attorney, Kevin McConnell, and that the City Council recently passed an ordinance to regulate camping on public property, in accordance with statutory requirements. Thompson shared recent statistics and comment cards and reviewed yearly trends for checkouts and library visits.

Thompson also stated that the Washington County Board of Commissioners is issuing an upcoming proclamation recognizing Banned Books Week, an annual celebration of the freedom to read. Committee members discussed the topic and decided by unanimous agreement to request the Tualatin City Council also issue a proclamation.

3. Teen Library Committee: Satvika Vadapu reported that TLC has not been meeting during the summer, but members have been supporting youth programming as volunteers. TLC is currently accepting applications for new members for the 2023-24 school year.

4. Public: None.

D. OLD BUSINESS

1. Marketing Plan: Jerianne Thompson reviewed the target audiences prioritized by the Library's new marketing plan, shared examples of new design elements in marketing use, and metrics related to the first email newsletter. Committee members asked for quarterly updates on the marketing plan progress.

E. NEW BUSINESS

1. Strategic Plan Update: Jerianne Thompson shared an update on progress made towards strategic goals in the last fiscal year and proposed actions for 2023-24 for each of the four priority areas: Foster Community Connection, Nurture Learning & Exploration, Promote Discovery & Access, and Support Community Inclusion. Library management proposes fewer, more focused, actions for this year. Committee members expressed support for the proposed actions.

F. FUTURE AGENDA ITEMS

1. Confidentiality of Circulation Records Policy
2. Committee members proposed topics for upcoming meetings, including an update on Parks bond projects, an update on the Makerspace, and a review of the library's primary program areas.

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: Dana Paulino asked for an update about the lighting issues in the Library. Jerianne Thompson reported that City Facilities staff have identified a potential short-term solution and are investigating costs for a full lighting system replacement in the future.

H. ADJOURNMENT

Meeting was adjourned at 7:39 PM.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

GIFT POLICY

POLICY: Tualatin Public Library appreciates and welcomes gifts, including library materials or money, that will enhance library services and resources. The Library reserves the right to accept or decline a gift, donation, endowment, bequest, or trust.

RULES:

Books and Library Materials

The Tualatin Library accepts gifts of print and non-print materials. The Library will add to its collection only those materials that meet the same standards required of materials purchased by the Library, as described in the Collection Development Policy. Gift materials not added to the collection are usually given to the Friends of the Tualatin Public Library or may be donated to other libraries or organizations. Any gifts may be disposed of as surplus at the Library's discretion for any reason, consistent with City policies and applicable laws.

Monetary Gifts

Monetary gifts to the Tualatin Library may be utilized by the Library to purchase materials or equipment, support library programs, or in other ways that the City deems appropriate. Funds donated for a specific purpose or restricted gifts will be accepted at the Library's discretion.

The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they meet the standards established in the Collection Development Policy.

Monetary donations will be handled by the Library Director who will work out terms of acceptance compatible with Library policy, the donor's intent, City policy, and applicable laws.

Donations to support library services and programs may also be submitted directly to the Friends of the Tualatin Library or the Tualatin Library Foundation. The Friends and the Foundation are tax-exempt 501(c)3 organizations. The Library Foundation is the preferred recipient for substantial monetary donations, bequests, publicly traded stocks, perpetual and endowed gifts, and other property.

Real Property, Equipment, and Art

Donations of real property must be approved in advance by the Tualatin City Council. City staff will contact the City Attorney for assistance with real property transactions.

Works of art may be accepted by the Director at the City's discretion. The City may seek consultation from the City's advisory committees. The City may request that an artwork be accompanied by a current appraisal of value and evidence of provenance.

All personal property, art objects, and equipment will be accepted only on the condition that they may be kept, sold, donated, or discarded at the discretion of the City or Library Director.

Recognition

Donations received in amounts of \$1000 or more entitle the donor's name to be placed on the Library Donor Board. The Donor Board recognizes gifts given to the Library, the Friends of Tualatin Library, and the Tualatin Library Foundation. The giving levels recognize cumulative gifts. Donors can choose to remain anonymous.

Recognition Level	Amount Given
Library Lovers	\$1000-4999
Bookends	\$5000-9999
Best Sellers	\$10,000-24,999
First Editions	\$25,000+

Gifts may be made "in memory of" or "in honor of." Gifts will be formally acknowledged if the donor wishes. A bookplate recognizing the donor will be affixed to donated materials or materials purchased with gifts of cash if desired.

The Library does not appraise gifts for tax purposes but will provide a receipt of a donation upon request. The City does not advise on tax matters.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee June 4, 2019.