

## Library Advisory Board Minutes April 19, 2017

Present Library Advisory Board Members: Melinda Robinson, Aeris Estep, Tom Miller, Janet Dalgaard,  
Martha Swanson, West Linn Library Foundation  
Councilor Richard Sakelik, City Councilor and Liaison to the Library  
West Linn Staff: Doug Erickson, Library Director, Rick Peterson, Library Manager and  
Melanie Nelson, Assistant to the Director  
Absent: Mary Jo Steele- Library Advisory Board Chair (*excused*)  
Rebecca Cassidy- Vice-Chair (*excused*)  
Pam North (*excused*)

**Call to Order:** Tom Miller called to order at 5:54p.m.

**Agenda Review:** Janet Dalgaard motioned to approve agenda with no additional items, seconded by Melinda Robinson. Agenda approved 4:0.

**Public Comments:** None

**Minutes Review:** (3.15.17) Motion to accept minutes by Aeris Estep, seconded by Melinda Robinson Minutes approved 4:0.

**Director's Report:** Doug Erickson, Library Director & Rick Peterson, Library Manager-

- Rick covered a revision of the Community Room/RAIN and Bamboo Room Policy. Rick handed out a current policy with highlighted area for revision. The revision is for clear language for events held in the Community Room by patrons or citizens that are not sponsored by or offered by the West Linn Library. The library staff should not be contacted directly for information on non-sponsored library events. This shall include verbiage for "promotional materials/advertising" fliers/posters placed at the library by patrons or citizens holding events in the Community Room. The City Assistant Attorney will review the revision of the policy. Final draft will be reviewed at the May Library Advisory Board Meeting.

#### **Library Advisory Board Minutes 4.19.17 Continued-**

- Doug presented final draft of the Unattended Children Policy. A copy of the final policy was handed out for review. This policy was created to address children unattended at the library. Pursuant to ORS 163.545- which generally states the welfare of children under the age of 10 being left unattended. Janet Dalgaard motioned to approve the policy, Melinda Robinson seconded. Unattended Children Policy approved 4:0.
- Doug explained the cost savings for the library by outsourcing the tagging of all library items for the upcoming transition to RFID. Five Clackamas County Libraries are outsourcing their tagging projects.

**Friends Update:** Janet Dalgaard shared the Friends of the West Linn Library will be having their Spring Overstock Sale. The sale will run Friday, April 21-Sunday, April 23<sup>rd</sup>.

**Foundation Update:** Melinda Robinson reminder of the Library Foundation sponsored workshop on Sunday, April 30<sup>th</sup> at the West Linn Library regarding miss information reported by the news. It is a non-partisan workshop offered at 1:30pm and 3:00pm in the West Linn Library Community Room.

**Board Comments:** Councilor Richard Sakelik mentioned some citizens had questions regarding the landscape maintenance at the Library. He will discuss with other City Council Members.

**Adjournment:** Aeris Estep motioned to adjourn the meeting. Tom Miller adjourned the meeting at 6.46pm.

Respectfully submitted,  
Melanie Nelson  
Assistant to the Director

Final Draft

2/28/17

## **Unattended Children Policy**

The West Linn Public Library provides a welcoming environment that encourages children to visit the Library, attend programs, and use the Library collection and computers. Library staff is committed to assisting and supporting children in using the Library. Library staff cannot provide childcare, supervise unattended children, or assume responsibility for the safety of children left unattended on library premises.

Children under the age of 10 must be accompanied and supervised by a parent or guardian. It is strongly recommended that all children are accompanied by someone who can take responsibility should an emergency occur.

Parents and guardians are responsible for the safety and behavior of their children.

Like all Library users, children are expected to behave appropriately and abide by the Library's **Rules of Conduct**. Disruptive children who violate the **Rules of Conduct** may be asked to leave the Library. Library staff reserves the right to contact parents or the West Linn Police Department if an unattended child under the age of 10 is being disruptive or is in distress.

Children 10 and older may use the library unaccompanied. Parents are encouraged to make sure their child is sufficiently mature before being allowed to use the library by themselves because, even when parents are absent, parents are responsible for the actions and well-being of their child or children.

## **Truancy**

Under Oregon law, generally children and teens between the ages of 6 and 18 must attend a full-time school. If a school aged child is at the library on a school day during regular school hours, the student may be asked to show written proof excusing the student from school on that day. Library staff reserves the right to report instances of truancy to the West Linn-Wilsonville School District.

## **Closing Time**

It is the responsibility of each parent and guardian to make sure their child or children have transportation to and from the library. When the safety of an unattended child is a concern and the child is at the library at closing time without transportation, Library staff will make every effort to contact the parent or guardian of the child. If no one can be found, Library staff will contact the West Linn Police Department.

Adopted: 4/19/2017