

West Linn Library Advisory Board Minutes

Wednesday, November 18, 2020 VIA Zoom

Present members: Tom Miller, Rebecca Cassidy, Martha Swanson, Janet Dalgaard, Melinda Robinson, Aeris Estep, Emily Hogan & Jules Walters, Mayor-elect

Staff Present: Doug Erickson, Library Director, Sarah Flathman, Youth Services Manager, Melanie Nelson, Operations Supervisor/Assistant to the Director and Rick Peterson, Library Manager

Call to order: Doug Erickson called the meeting to order at 5:07pm

Agenda Review: No edits or additions Tom Miller moved to approve agenda, Janet Dalgaard seconded the motion. Passed 7:0

Public Comment: None

Library Update: Doug Erickson, Library Director

- **COVID-19 Update:** The library closed in March due to the COVID-19 pandemic. Since the closure, the library staff have adapted to continue to reach out to our community. A flier was emailed & Doug shared his screen with some of the highlights:
 - Curbside book pickup with 24-28 hour turn around for appointment
 - On-line programming
 - Summer Reading Program- on-line badges
 - Kindy Carnival
 - Take and Make craft projects
 - Kanopy- on-line streaming services 30K films to stream for patrons
 - Storytime on Facebook Live
 - Teen book boxes
 - Creative Bug- DIY on-line crafting for patrons
 - Partnership with West Linn/Wilsonville School District
 - Personalized book recommendations
 - Book Flicks- pre-K to 3rd grade on-line activities
 - New York Times access for library patrons

Janet Dalgaard asked if the “freeze” put into place by Governor Brown would stop curbside pick-up. Doug explained that staff are offering “no contact” curbside pickup & all safety protocols are in place so curbside will continue during the Governor’s “freeze”.

- **Behavior Policy:** Doug wanted to review & shared screen (email of policy sent to members) the current behavior policy with the Library Advisory Board members. The last update to the policy was 2013. There were a few incidents with a patron arriving for their curbside at an incorrect time & they were unprofessional with library staff. Tom Miller stated that with all the current events, many people have

additional stress levels, but this is not an excuse to mistreat staff or others. Tom also said that the policy should set the tone to treat others respectfully. Melinda Robinson added that the policy should have a definition of the library's "harassment" included in the policy. Melinda also mentioned an update to library "on-line & electronic" communications with staff. With many of the library offerings going on-line or virtual due to COVID-19. All members agreed that the library is a safe and welcoming place for all. A new draft will be reviewed at the next Library Advisory Board meeting in December. Tom Miller said an updated policy reflecting 2020 is indeed needed.

- **Strategic Plan:** The Library still has the strategic plan in a draft form. Further discussion will take place at the December Library Advisory Board meeting. Please let Doug or Mel know if anything needs to be added to the plan since COVID?

Foundation Update: Doug Erickson updated the new members of the Library Foundation:

- Kirsten Wyatt- Chair
- Erin Patterson- Vice Chair
- Allison Reid- Secretary
- Cassie Breeden, Treasurer

Doug Erickson mentioned that the library will be working with various community organizations to hold a variety of food drives to support the West Linn Food Pantry. The library has a long-standing tradition of having bins available for library patrons to drop off donations throughout the year. The library has a donation bin located outside the main library entrance on Burns Street during curbside pickup hours. The West Linn Rotary, the West Linn Church of Latter-day Saints & the West Linn Turkey Trot (virtually this year) are just a few community members participating in food drives for the Food Pantry.

Board Comments: Warm welcome to newest Library Advisory Board member, Emily Hogan and Library Advisory Board Liaison, Jules Walters, Mayor Elect. The last board meeting was November 2019. Tom Miller stated that he hopes the library will continue to exploring the virtual world going forward.

Adjourn: Janet Dalgaard moved to adjourn at 6:18p.m. and Tom Miller seconded.

Respectfully submitted,
Melanie Nelson
Library Operation Supervisor/Assistant to the Library Director

Next meeting Wednesday, December 16th at 5:00p.m. via Zoom