

# West Linn Library Advisory Board Minutes

Tuesday, May 21, 2024

West Linn Public Library in person in the Community Room & Zoom a hybrid meeting

## Link to video:

[https://us02web.zoom.us/rec/share/S\\_XmIgryOVmyjPE7oCcpQN\\_b3BysGM3\\_kSlE5BP9RVFhAqPJFHcs2vmgJMSqKg1.eZ1lBLAbG2D7nNwS?startTime=1716335974000](https://us02web.zoom.us/rec/share/S_XmIgryOVmyjPE7oCcpQN_b3BysGM3_kSlE5BP9RVFhAqPJFHcs2vmgJMSqKg1.eZ1lBLAbG2D7nNwS?startTime=1716335974000)

**Present members:** Library Advisory Board (LAB) members: Janet Dalgaard, Amy Porter, Martha Swanson, Matt Brown, Jessica Wise, Nick Bertram, Councilor Leo Groner

**Absent:** Doug Erickson, Director of Library & Community Services (*excused*)  
Rachel Hyde, Library Advisory Board member (*excused*)

## Staff present:

Sarah Flathman, Assistant Library Director  
Rebecca Mayer, Library Manager  
Cheryl Hill, Adult Services Librarian  
Sara Chesney, Adult Services Librarian

**Call to order:** Janet Dalgaard called the meeting to order at 5:00 p.m.

**Minutes review:** 02-20-2024 - Amy Porter moved to approve & Jessica Wise seconded. Approved with no edits or changes. 6:0

**Agenda review:** No additions or edits to agenda

**Public Comment:** None

## Library Leadership Update:

- Election of Chair & Vice Chair
- Library Staff Introduction: Cheryl Hill & Sara Chesney
- Feedback on Updated Community Room Policy
- Recent Highlights & Upcoming Events

**Election of Chair & Vice Chair:** Janet Dalgaard agreed to serve as Board Chair for another year; Martha Swanson volunteered to serve as Vice-Chair. Approved 6:0

## Library Staff Introduction - Cheryl Hill & Sara Chesney:

Cheryl Hill is one of our Adult Services Librarians and has worked for the West Linn Public Library since 2007. She purchases all the adult fiction books & eBooks, manages the library website and social media channels, and manages the monthly email newsletter and printed calendars. Along with Sara Chesney, she runs adult programming, including tech

appointments, take and make kits, and an upcoming gardening program. She also is the city staff liaison for the Art & Culture Commission. She is an avid hiker and her favorite book of all time is *The Shadow of the Wind* by Carlos Ruiz Zafón.

Sara Chesney is our other Adults Services Librarian and has worked at the Library since 2019. She manages the adult nonfiction and graphic novel collections, as well as purchasing board games for the Library of Things and adult DVDs, Blu-rays, and music CDs. She has a passion for programming and outreach and enjoys spending time at the West Linn farmer's market and other city events, sharing all the good news from the library. Sara also runs programming for adults, such as the popular Puzzle Swap, the Spice Club (this month's selection is Sichuan pepper) and a newer addition: Speed Friending. One of her favorite books is called *Beyond the War on Invasive Species: A Permaculture Approach to Ecosystem Restoration* by Tao Orion.

Sara and Cheryl also run our Homebound program, where they help select books and deliver them to homebound patrons and residents of the Roselinn Care Center. This offers one of our more vulnerable populations an opportunity for socialization and entertainment.

Amy Porter was inspired by all the outreach work Cheryl & Sara have done and suggested even expanding this outreach to new residents, like a Welcome Wagon. Sara shared some further outreach the library is doing at various apartment complexes in the city.

#### **Feedback on Updated Community Room Policy:**

Cheryl and Sara are also the staff members charged with managing the library's meeting rooms. After some observations on how the Community Room has been used and the types of groups requesting the space, there was some need to refine and tweak the current policy for Community Room reservations, which can be viewed at:

[https://westlinnoregon.gov/sites/default/files/fileattachments/library/page/5728/community\\_room\\_policy\\_2023.pdf](https://westlinnoregon.gov/sites/default/files/fileattachments/library/page/5728/community_room_policy_2023.pdf).

Cheryl and Sara proposed a revised policy to be added into the current policy to clarify the rules and remove gray areas, seen below:

#### ***Community Room Revised Policy (DRAFT)***

All meeting rooms are subject to availability. Library-sponsored programs have priority over all outside groups. The Library reserves the right to reschedule or cancel confirmed reservations to accommodate library-sponsored programs and events. The Library reserves the right to deny use of its meeting room to any group that violates, or has in the past violated, the Library's policies.

Reservation requests will be considered regardless of the beliefs or affiliations of individuals or groups requesting its use. The Library does not sponsor or endorse the views of any group using the room.

The Community Room is available for educational, informational, or cultural events during the hours the library is open. The Community Room is intended for public events and is not available for private social functions like parties, showers, etc. Meetings must be free of charge and open to the public (i.e. open door). Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders. Attendees cannot be required to supply personal information (i.e. name, telephone number) to attend any meeting held in the library (see soliciting for later sales). The above restrictions do not apply to City (including Neighborhood associations), West Linn Library Foundation, or Library events and activities. Recurring requests are not accepted so we can keep the room available for library programs and other patrons.

Elected officials may hold town meetings, but the meetings cannot be for the purpose of campaigning for office. Meetings organized by campaign committees or groups designed specifically to promote or oppose candidates or ballot issues are not permitted. Meetings at which candidates will discuss current election issues are permitted provided the meeting is hosted by a non-partisan, non-profit organization and that all candidates for the same office have been invited.

If the contact person arrives more than 15 minutes late, or fails to check-in at a library service desk, they may have their reservation released. Additionally, the event may not be extended to accommodate tardiness. The room reservation time includes event set up and take down. You will not be allowed into the room prior to your reservation time. Events must end and the room vacated 15 minutes prior to closing.

Only library sponsored programs are featured on our library or city calendar, newsletters, etc. Programs organized by community members are not marketed by the library. Organizations may not use the library's phone number for publicity. Staff cannot answer telephone inquiries for organizations using the meeting room. When promoting an event, events must include the disclaimer: "*The West Linn Public Library does not sponsor or endorse this event.*" Events failing to comply with this disclaimer may have their reservation revoked.

Failure to follow our policies may result in the loss of future reservation and use privileges. Before you submit your reservation request, please be aware that parking at the library is limited, especially on the weekend. A few street spots are available, but no library parking is allowed in the lots at the neighboring shopping center or businesses.

[*Suggested language pending approval from attorney*] The person who made the reservation, also known as the contact person, must be present during the event. The contact person for the reservation is liable for any damage to facilities and furnishings. The contact person shall indemnify, defend and hold harmless City of West Linn, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the groups' use of the library.

#### **Allowed**

- A community group meeting (Book clubs or Writers' Group) that accepts new members
- Scout meetings

- Business meetings that are open to the public, as long as they do not involve selling or soliciting for later sales of goods or services.
- A public or private meeting or event by a State, County, City, Tribal, public education agency or district, special/service district, government agency, department, advisory body, governing body, or similar body/organization.
- Authors, as a unique case, may hold author talks or author panels but their books cannot be sold during the event.

#### **Not Allowed**

- Private social occasions such as a birthday party, family reunion, class reunion, bridal shower, wedding, or baby shower
- Confidential meetings such as with a consultant, counselor, financial advisor, or board meetings. The Trillium room may be reserved for this use.
- Selling goods such as T-shirts or cookies, including fundraising for charity
- Selling services such as tutoring or financial advice
- Giving an informational program about goods or services you sell (considered soliciting for later sales)
- Individual use (as individuals may book the Trillium Room)

#### **Businesses**

- You are allowed to state where you work to establish your credentials.
- You may put out business cards in case people have further questions about your class.
- Mentioning services, prices, or soliciting your business is not allowed.

Leo Groner asked for clarification on the restrictions to political activity. Sara clarified that that as long as every candidate for a position is invited to participate, political meetings are acceptable.

Martha Swanson asked what prompted this need for change in policy. Sara Chesney explained that they wanted to reduce the amount of interpretation of the policy so that access remains equitable and reduces the need for nuance.

This revised policy will be polished up and presented to the board to vote on at the next meeting in August.

#### **Recent Highlights & Upcoming Events:**

##### *WizardFest*

Rebecca Mayer reported that WizardFest was a success, with 722 attendees and a lot of smiling faces. Each attendee got a handmade wand, a map of 'Hogwarts' (or the library), and a booklet to aid them in their magical studies. Janet Dalgaard attended and also claimed that it was a fun event. Many folks contributed to making this a successful night, including Officer Goode of WLPD, who came dressed as Hagrid for us. This event will be offered every two years to ease the burden on staff.

### *New library dog*

Melanie Nelson, Library Operations Supervisor & Asst. to the Director, will be driving down south to pick up a new Leonberger puppy who will be the new library dog! He will 'work' M-F and be trained through Pet Partners to work as a Tales to Tails dog as well.

### *Circulation Statistics*

Rebecca reported some of the library's monthly circulation statistics, including that 143 library accounts were created in the month of April, and we currently stand at 13,552 accounts in total. Rebecca will share some of the highlights with the board through email.

### *LINCC Privacy Statement & Removing ID field*

Rebecca added the LINCC Privacy Statement to the library's policy webpage. Since LINCC (Library in Clackamas County) is the owner of the personal data entered into the library system, they put out an explanation of what patron data is collected, how it is used, and most importantly, how it is protected.

One of the ways LINCC is protecting patron data is that we are no longer documenting ID numbers. We still require seeing a valid ID when creating library accounts, but we will no longer be recording those numbers into the system. The goal is to remove all this information from current accounts by the summer of 2024.

### *Chill with a Chick*

Sarah shared a fun program that is occurring in the library, "Chill with a Chick." Tween Librarian Amy has been incubating eggs that will hatch into chicks. The Library Advisory Board watched the livestream of the eggs and got to see the very first chick hatch! The library will host some time for patrons to come in and meet the chicks before they move on to their forever home.

### *Summer Reading*

Sarah also shared the upcoming Summer Reading program and showed the reading logs for kids, teens, and adults. The kids and teens will have the traditional 20 minutes a day for 25 days requirement, and adults will read and do other activities to fill out a bingo for their log. Each year, one of the raffle prizes for the kids is a giant stuffed animal. The staff always take joy in choosing the animal and this year, the prize is a polar bear. We have a variety of event this summer for kids and teens, including the Terrific Tuesdays in Willamette Park and a Swiftie Soiree for K-5<sup>th</sup> grade Taylor Swift fans.

### **Foundation Update:**

The Book Nook Used Bookstore will be having a summer book sale on June 6-8. Attendees can fill a grocery bag for \$10 with books, DVDs, and CDs. All proceeds benefit programs and materials for the West Linn Public Library.

### **Board Comments:** n/a

**Adjourn:** Janet Dalgaard adjourned the meeting at 5:50pm.

Respectfully submitted,  
Rebecca Mayer  
Library Manager  
05.21.2024

**Upcoming meetings: August 20, 2024, 5:00pm**

DRAFT