

## West Linn Library Advisory Board Minutes

Tuesday, February 18, 2025

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

### Link to video:

<https://us02web.zoom.us/rec/share/2EhUN5qhoES5o-hAjKIL1qFHj7NI3odtRiQtxgPu4fAhz1JVwxoif3ZZ9I8CB7db.IICCCfkxv7kVZmxD?startTime=1739925931000>

**Present members:** Library Advisory Board (LAB) members: Martha Swanson, Nick Bertram, Rachel Hyde, Jessica Wise, Renae Wilkerson, Elizabeth Bragg

**Absent:** Janet Dalgaard, Library Advisory Board co-chair (*excused*)  
Councilor Leo Groner (*excused*)

### Staff present:

Doug Erickson, Library Director  
Sarah Flathman, Assistant Library Director  
Rebecca Mayer, Library Manager  
Caitrin Lenartz, Teen Librarian

**Call to order:** Martha Swanson called the meeting to order at 5:00 p.m.

**Minutes review:** 11-19-2024 – Elizabeth Bragg requested clarification on which program the Foundation (and now the State) provided, which was edited to include the name of the Dolly Parton Imagination Library. Elizabeth Bragg moved to approve & Nick Betram seconded. Approved, 7:0

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

**Public Comment:** None

### Library Leadership Update:

1. Introduction of new LAB members
  - Library Staff Introduction: Caitrin Lenartz
  - New addition of Library Quiet/Study Pods
  - Updated Lobby Posting Policy
  - LAB Outings
  - Recent Highlights & Upcoming Events
  - Director's Comments

### Library Staff Introduction – Caitrin Lenartz:

Caitrin purchases all materials for the Teen section, plans programs for kids grades 8-12, runs the Teen Advisory Board, and coordinates the work for our Teen Techs in the Makerspace. Our Teen Techs are hired directly from the WLHS robotics team and they

provided assistance with our 3D printers, Glowforge, vinyl cutter, and other tech-based projects!

Teens provide a special challenge for creating engaging events, so Caitrin has fine-tuned what works for the teens of West Linn. She provides Take and Make kits, Book Box subscriptions, passive programs like a button maker and a drawing table in the Teen room, as well as larger scale events, such as WizardFest and Lib-Con – a convention for all types of fandoms right here at WLPL.

Caitrin has the unique challenge in that we have so many teens visiting the library after school to socialize, but not necessarily to use library services. She's made some amazing strides in reaching these kids where they are.

Caitrin also has a great relationship with the librarian at WLHS and regularly coordinates programs and initiatives with him. Renae asked about professional development and conferences, and Caitrin spoke about her attendance at various sessions. She finds the most help in online library communities that share their ideas, successes, and failures with the group.

#### **New addition of Library Quiet/Study Pods:**

The library recently acquired two new individual study pods for patron use. (Can be viewed here: <https://westlinnoregon.gov/library/new-quiet-pods>. In order to make them available to as many people as possible, the pods are limited to 2 hours use per day, and patrons can only have one reservation at a time. We've updated our Trillium Room reservation policy to include the pods, since they all have the same parameters.

There are two new pods on their way, and they will both seat four people. All four pods will be available to reserve here:

<https://westlinnoregonlibrary.libcal.com/spaces?lid=19162&gid=0&c=0>

#### **Updated Lobby Posting Policy:**

The library now has a more detailed, written policy for what types of materials we can accept for posting in our lobby and the bulletin board downstairs in the Youth Services department. This policy can now be found on the library's website and is listed below.

Renae and Elizabeth offered suggestions on wording to make the policy clearer.

#### ***Lobby Posting Policy***

Bulletin boards are provided by the West Linn Public Library as a public service to publicize individual meetings, cultural events, educational opportunities, and other programs and services of local non-profit organizations, occurring on a specific date and are not an on-going event. Priority will be given to library and city events. Acceptance of materials for display does not indicate an endorsement from the library of any specific group or organization, nor its

policies and/or beliefs.

**Guidelines:**

1. Materials must be submitted to library staff for approval. Only designated staff will post approved materials. Expired and rejected materials cannot be returned.
2. Due to space limitations, size of the material will be taken into consideration. Preference is given to items that are 8 ½ inches by 11 inches or are no larger than 11 inches by 17 inches. The appearance and content of all notices must be suitable for display in a public service area. Handwritten notices and notices with tear-off tags will not be posted. Only one announcement for any single event will be posted at the same time.
3. Accepted materials will also be posted on a first-come, first-served basis. Posted materials shall be approved, dated, and posted by a designated staff member. Any material posted or left in the designated area without authorization from the library will be discarded.
4. Publications which are purely business, commercial, religious, or election related are not accepted. The following types of notices will not be displayed, but are not limited to:
  - Commercial notices or business advertisements
  - Promotion of political candidates or agendas
  - Personal advertisements or notices, garage sales, odd jobs, fundraisers, lost and found notices, etc.
  - Legal notices
  - Notices of religious tracts, regular worship or religious activities will not be accepted. However, notices of open events hosted at congregations and churches may be accepted.
  - Non-profit organization's campaigns or drives to generate memberships or subscriptions
  - Petitions
5. Notices or handouts accepted from outside organizations must not denote sponsorship of its activities by the library. Only program partnerships planned, developed, and posted by the library can have such designation.
6. The library is not responsible for the preservation or protection of displayed items. Staff are not available to answer questions about any material displayed which are not directly related to Library services or materials.
7. Notices will be posted for no longer than a month and will be removed after the date of the advertised event. The library will dispose of all signs, posters, and other publicity items when they are removed. If space issues arise, city and county notices take precedence. In this situation, notices may be removed before the date of the advertised event.
8. Notices for ongoing meetings (i.e. clubs, classes, county programs) will follow the above guidelines, but may be allowed to stay up longer if space permits and at staff discretion.

**The library reserves the right to refuse or remove any notice, flyer, or handout that does not comply with these policies and guidelines.**

### **LAB Outings:**

In order to highlight the library's cultural pass offerings, we organized a LAB field trip to the Japanese Garden in Portland. Despite the pouring rain, we all had a great time and the board members that attended found the trip valuable. With new members on board, we discussed planning two trips per year, one in spring and one in fall, to continue to highlight these venues and have bonding time for the board. It was agreed that we would visit the Crystal Springs Rhododendron Garden in April/May and the Portland Art Museum in the fall.

There was a brief discussion on the various Cultural Pass venues and then Rebecca shared how venues are selected at the LINCC network level. Doug shared how the digital pass system works and how much an improvement it is on the old, physical pass system.

Rebecca will send out a Doodle poll to find out what the best days for the group would be for these trips.

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

**Food for Fines:** Food for Fines is underway for the month of February. This is the library's annual food drive to benefit the West Linn Food Pantry. Patrons bring in cans/packages of food and for each qualifying item, they receive \$1.00 off of their overdue fines. Due to lower overdue fees instituted in July (everything is now 10 cents per item per day), we needed to find a way to keep donations up. February is a tough month for food pantries. The charitable giving during the holiday season can carry them through January, but by February, people are not necessarily thinking of charity and food pantries see a significant dip in donations for our most vulnerable citizens. The Foundation paid for a generous raffle basket for book lovers, and we've been pleased with the turnout so far. There are still ten more days to donate, so the Board is encouraged to spread the news!

*Bluey Play Day in January:* Over 400 people attended this fun event! The library was filled with drop-in activities, including a game of 'keepy-uppy' with balloons, dance parties, and all sorts of activities for families.

*Kids Russian language collection:* We've added a Russian language book section in the Kids department. The Teen and Young teen sections will soon follow. To celebrate, we held a Russian storytime and then even did a ribbon-cutting to officially open the collection!

*Spice Club:* Our popular Spice Club has inspired other Oregon libraries to start their own, and Here Is Oregon covered the spread of this popularity in a recent article: [‘Spice clubs’ are the hot new trend at local libraries – Here is Oregon - hereisoregon.com](#)

*Read Local Author Fair:* The library will host a local author fair on Saturday, March 1<sup>st</sup> and will feature 15 local authors. Attendees will have the opportunity to talk to authors, learn about the writing process, buy books and even get them signed!

*Children's Lit Critique Group:* Local author, Mark Fearing, will be hosting a writing group for aspiring writers of Children's books.

*Puzzle Swap:* Our popular puzzle swap is back! Bring an old puzzle and receive a ticket. Those with tickets will get first pick from the puzzle assortment. Then, anyone interested is invited to come in and take home some puzzles!

### **Director's Comments:**

Doug welcomed our new board members and explained the purpose and background of the Library District Advisory Committee. Back in 2008, the county libraries came together and proposed a tax district to help fund libraries in Clackamas County, which was voted in (<https://www.clackamas.us/librarydistrict>). Some cities, such as West Linn, also provide funding for their libraries. The LDAC is comprised of a representative from each library, and West Linn currently does not have a representative. Doug would like for a member of the Board to represent WLPL and is available for questions.

The City of West Linn is currently working on the budget for the next biennium, and library administration has recently sat down with City administration to advocate for our needs. Talks have been favorable so far, and we expect things to continue as usual.

### **Foundation Update:**

Thanks to the State of Oregon paying for half of the funds for the Dolly Parton Imagination Library, the Foundation has been able to fund some other projects, including the new awning over the outside book drop, the world language collections in the Kids department, the new study pods, some fun activity toys in the Kids room, a new collection of Wonderbooks (picture book audiobooks with a built-in speaker), the StoryWalk at Fields Bridge park, as well as many library programs. Nick talked about an upcoming fundraiser which will be a mini-golf event inside the entire library.

Doug explained that the Foundation runs the Book Nook Used Bookstore and the profits from those sales allow the library to provide some amazing programs. The Foundation also administers the Holly Grace Jones Foundation funds, which was named for a Teen Advisory Board member that passed away. Her parents have donated the funds they saved for her college to be used for capital improvement projects in the Youth Services department.

### **Board Comments:**

**Adjourn:** Martha Swanson adjourned the meeting at 6:07pm.

Respectfully submitted,  
Rebecca Mayer  
Library Manager  
03.07.2025

**Upcoming meetings: May 20, 2025, 5:00pm**

DRAFT