

# HERMISTON LIBRARY BOARD

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Regular Meeting

April 24, 2024

## 1. CALL TO ORDER

The meeting was called to order at 5:02 pm by Lisa Depew, with Casey Hinkley, Erick Peterson, Lori Davis and Rosario Madrigal present to form a quorum. Also present was Mark Rose, Library Director.

## 2. READING OF MINUTES

A. March 27, 2024

The minutes were corrected and approved.

## 3. PUBLIC COMMENT

## 4. UNFINISHED BUSINESS

A. Policy Update – Privacy and Confidentiality of Library Records.  
Mr. Rose has reviewed the policy with Library staff and by city legal counsel. No changes are recommended. The policy was approved as written.

## 5. NEW BUSINESS

A. Policy Update – Debt Collection.  
Mr. Rose indicated that because of the nature of this policy and the parties involved additional time may be needed to complete a good review of this policy. Ms. Davis asked what means of communication are used in section 1 of the policy. She also asked about the time involved in section 3 of the policy. Mr. Rose indicated that each of these will be examined and addressed when a fully reviewed version of the policy is ready for their approval.

## 6. LIBRARIANS REPORT

A. Statistical Report for the 3<sup>rd</sup> Quarter.  
Mr. Rose commented on the good numbers that show good growth in circulation in all items and the very strong growth in e-books. Computer use and WiFi use is up while computer use is down due to cell phone access to the public printer. Door count being relatively steady seems incongruent with circulation growth, library staff are not aware of any specific issues that might cause this, such as system downtime. Note that total events/programs are down due to decrease in staff size and our current plans for renovation. Mr. Rose is satisfied with the state of library personnel budgeting as City HR is bringing the prediction of costs closer than in previous years. Mr. Rose indicated that the coming 2 years of budget would request more flexibility in adding for unexpected moving costs associated with the renovation.

B. Directors Report

Mr. Rose indicated that library staff have been dealing with a problem patron for the past 2 years. He is particularly interested in access to our Hot Spots. The issue has been raised to the City Manager Byron Smith. Byron and I spoke this morning about this situation, and I will be surveying other libraries

on their use of these items. I will also be reviewing how the libraries return processes for hot spots ensures that a workable product is checked out. I will report to you as well as we address this problem.

Mr. Rose noted that a moving company located in Pendleton has experience with moving libraries and has the kind of moving resources available that will be very helpful. A cost estimate is not in hand as yet. Storage of materials can be arranged in unconditioned space at no cost to the library, however, conditioned space is preferred.

Ms. Depew commented on the City Council meeting during which the library renovation plan was presented, she would hope that in the future supporters of the library, the Board, Friends, and staff might be recognized.

**7. OTHER MATTERS TO COME BEFORE THE BOARD**

**8. NEXT MEETING**

A. May 22, 2024

**9. ADJOURN**

The meeting adjourned at 6:04 pm.