



# LIBRARY BOARD

235 E. Gladys Ave, Library's Downstairs Meeting Room

*Where Life is Sweet*

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November 30, 2022 at 5:00 PM

## AGENDA

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1. CALL TO ORDER
2. READING OF MINUTES
  - A. Minutes, October 26, 2022
3. PUBLIC COMMENT
4. NEW BUSINESS
  - A. Calendar for 2023
5. UNFINISHED BUSINESS
6. LIBRARIANS REPORT
  - A. Directors Report November
7. OTHER MATTERS TO COME BEFORE THE BOARD
8. NEXT MEETING
  - A. January 25, 2023
9. ADJOURN

**\*\* AMERICANS WITH DISABILITIES ACT NOTICE\*\***

Please contact Hermiston City Hall, 235 E Gladys Ave, Hermiston, OR 97838 (Phone No. 541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an

accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.

# HERMISTON LIBRARY BOARD

Regular Meeting

October 26, 2022

## **Call to Order**

The meeting was called to order at 5:00 pm by Chair Casey Hinkley, with Lisa Depew, and Erick Peterson present to form a quorum. Also present was City Counsel Liaison Lori Davis and Library Director Mark Rose. Jackie Linton arrived prior to the completion of the minutes.

## **Reading of Minutes**

- A. Minutes of the September 28, Library Board Meeting

The minutes were approved as written.

## **Public Comment**

## **Unfinished Business**

## **New Business**

- A. Policy Update – Privacy and Confidentiality of Library Records – Mr. Rose presented no changes to the policy. No changes were suggested by the board and the continuation of the policy was recommended.

## **Librarians Report**

- A. 1st Quarter Statistical Report – Mr. Rose reviewed the report line by line. Normally more than 2-3% change is acceptable so the -10.1% dip in circulation is concerning. Ms. Depew stated that with the first “normal” summer since COVID she was not surprised or concerned about the numbers. The line below Items Added this Year is extraneous and may be ignored. Computer and WiFi use numbers were not collected due to the absence of a staff member.
- B. Mr. Rose answered various questions about the completion of the library building. He indicated that he has requested the elevator improvements be top of the list of projects as it is not code compliant. He also shared a Thank You card from Good Shepard for the library participation in their Family Health and Fitness Day. He also reviewed 2 incident reports and discussed pictures staff had provided him of homeless individuals sleeping outside the library during the previous week.

## **Other Matters to come before the board**

## **Adjournment**

The meeting adjourned at 5:36 pm.

## **Next Meeting**

November 30, 2022, 5:00 pm in the Library Meeting Room

# 2023

January						
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November						
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 CLOSED - Holiday

 CLOSED - Training

 Board Meeting

 Open 10-3

# Directors Report

November 2022



**Event Protest** - On October 28<sup>th</sup> the library event “Teen Halloween Taro” was held. Prior to the event a number of calls and emails were received objecting to the use of Taro cards at a library program. Just prior to the event 2 adult females members of our community came to interfere in the holding of the event. When I was informed of this I proceeded to the event and introduced myself. The individuals continued to ask that we not hold the event and informed us that we would be judged by God for this. I asked them to leave the building and they refused to do so. I then called the police. I and the protesters waited in the hallway for the police to arrive. When the police arrived a few minutes later, they asked them if they had been asked to leave. They said that I had and had refused to do so. The police then escorted them from the building. Apparently another individual who objected was upstairs, the police checked in upstairs and that individual left on their own.

In a recent staff meeting this situation was discussed briefly, as was censorship in general. These are difficult experiences for library staff and cause us to examine our purposes and the support of the community which is desired. The feeling that came forward in the staff meeting is that the community is supportive of the library and staff, an example cited was the recent banned books display which caused a variety of the public to ask questions about different titles and why someone objected. I reintroduced an old but reasonable axiom of library collections, “if we don’t have something that everyone can object to we aren’t doing our job”. We are to help whomever is asking for the materials they are looking for without judgement.

**Drug Use in the Restroom** - Staff have also reported a regular visitor to our male restroom who is smoking fentanyl there. As the residue or lingering smoke can be dangerous we have locked the room to protect the public. To deter the individual engaged in this use we are now locking the restrooms, and have posted signs directing them to the circulation desk to request a key for entry. We are continuing to work on this process to get it as smooth as possible for both the staff and public.

**Home Schoolers** – A request has come to the library to offer use of the meeting room for the use of those involved in home schooling. This may require a rewrite of our current meeting room policy. I've attached a copy for your review prior to our meeting to consider the changes that might be needed if this is a group we would like to better serve.

**WiFi Hotspot Circulation** – Staff have had a number of difficult situations with those interested in using the 3 WiFi hotspots we circulate. I have asked staff to collect usage information so that we can present you a clearer picture of the use and benefit to our community. I plan to have a report ready for review no later than our February meeting.

**UCLD Director Change** – At their last board meeting staff were authorized to extend an offer to a new director for the District. As a contract is in place I expect that will guide a good deal of our future relationship. I will continue to update as needed. The current director recently announced her retirement at the end of this year.

## MEETING ROOM

The meeting room in the Hermiston Public Library has the primary purpose of serving the needs of library programming, events and activities. As the library does not use this room all of the time, the community is welcome to use the Meeting Room as it is available.

The following rules are established to create a useful community space in keeping with the mission of the Library. These rules do not apply to the City of Hermiston, nor the Friends of the Hermiston Public Library. Other exceptions may be made with the endorsement of the Library Director. Room capacity is 73.

Scheduled meeting room use.

- I. Room Scheduling:
  - a. Use will be scheduled on a first come first served basis.
  - b. Reservations may only be scheduled 3 months in advance.
  - c. Meeting will not be scheduled within 1 hours of existing reservations
  - d. All requests for use will stipulate if food or beverage are served require a security deposit.
  - e. Use will be scheduled to end ½ hour before established closing times
  - f. Meeting room use is only available on days the library is open
  - g. Access before open hours Monday through Friday will be no earlier than 8:15 am.
- II. Library facilities are available for private use, non-profit, government, educational, professional, or informational programs.
- III. No commercial use of the facility is allowed.
- IV. User is responsible for any desired set up and clean up afterward. All tables and chairs must be returned to the configuration that they were in upon arrival. The meeting room and adjoining hallways used must be left in the same condition in which they were found.
- V. Use of the meeting room is for limited-series meetings, regular meetings are discouraged.
- VI. Use of library facilities shall not interfere with library activities.
- VII. Pamphlets and other printed or audiovisual materials may be distributed only within the room scheduled by the applicant, not in any other parts of the library building or grounds.
- VIII. Publicity for any event to take place at the library must not imply Library sponsorship nor endorsement. Any publicity to be posted within the Library will comply with the Bulletin Board Policy.

- IX. Users must provide and operate their own audiovisual equipment. Users must secure licensing rights for any copyrighted programming to be used.
  
- X. Prohibited in the meeting room
  - a. Do not consume alcohol, or be intoxicated.
  - b. No open flames (No Birthday Candles).
  - c. Activities which might reasonably be expected to result in physical damage to the building, its contents, or the grounds
  - d. Sales or solicitation in library building, or on library grounds
  - e. No storage of private items is available.
  
- XI. Users of the Meeting Room agree to pay cleaning costs or damage repair should it be determined that those costs are attributable to the party's use of the facility. For those who have a security deposit costs will be deducted prior to any reimbursement.
  
- XII. Refunds of deposits.
  - a. Deposits are refunded in full for all canceled events.
  - b. Deposit refunds may take about two weeks.