



# LIBRARY BOARD

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

*Where Life is Sweet*

---

**March 27, 2024 at 5:00 PM**

## **AGENDA**

---

- 1. CALL TO ORDER**
- 2. READING OF MINUTES**
  - A.** Minutes February 28, 2024
- 3. PUBLIC COMMENT**
- 4. UNFINISHED BUSINESS**
- 5. NEW BUSINESS**
  - A.** Privacy and Confidentiality of Library Records
- 6. LIBRARIANS REPORT**
- 7. OTHER MATTERS TO COME BEFORE THE BOARD**
- 8. NEXT MEETING**
  - A.** April 24, 2024
- 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

February 28, 2024

**1. CALL TO ORDER**

The meeting was called to order at 5:03 pm by Lisa Depew, with Casey Hinkley, Erick Peterson, and Rosario Madrigal present to form a quorum. Also present was Maria Duron City Counsel Liaison, and Mark Rose, Library Director.

**2. READING OF MINUTES**

A. November 29, 2023

The minutes were approved as written.

**3. PUBLIC COMMENT**

**4. UNFINISHED BUSINESS**

A. Policy Update – Technology and Internet Access.

Mr. Rose has reviewed the policy with city legal counsel, the IT department, and library staff, the only recommendations for change related to changes in City Code and how the library service desk is referenced.

The Policy was approved unanimously.

**5. NEW BUSINESS**

**6. LIBRARIANS REPORT**

A. January Directors Report

The building design process was discussed in general. Questions about providing services during the renovation centered on the need to move the collection and what level of access could be provided during the renovation. Mr. Rose also talked about the possibility of art, and mobiles in the new staircase area..

B. Oregon Community Foundation Endowment Statement

Mr. Rose presented the recent Statement of Changes in Fund Balance from the OCF. He also presented the process Parks and Recreation Department of the City approves and uses specific tax revenues as an example of how this fund could be managed in the future. The members of the Board discussed the process for approval of the funds and concluded that the funds need to be budgeted in a way that guarantees the library benefits directly from the funds. As a new finance director will be coming to the city within a month no determinization is need at this time. The best course for now is to let the fund absorb the \$ available at this time, as has been done in the past.

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

Ms. Depew asked that extra effort be made by all board members to be present at the meeting in March so that a new photo of the board can be taken for the library web site. If that is not successful, individual pictures of board members will be taken and added to the site.

**8. NEXT MEETING**

A. March 27, 2024

**9. ADJOURN**

The meeting adjourned at 5:50 pm.

DRAFT

## Privacy and Confidentiality of Library Records

- I. The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written. Confidentiality of patron records is the primary means of providing First Amendment protections.
- II. The Hermiston Public Library is subject to Oregon Public Records Law. In keeping with the 1st Amendment, Oregon Public Records Law requires libraries to exempt certain records from general Public Records Requests.

ORS 192.355. The following public records are exempt from disclosure under ORS 192.311 to 192.478:

(23) The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron.

- III. In accordance with this law, Library records that will be broadly interpreted as exempt from disclosure include:
  - Any records showing the use of specific library materials or resources, analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
  - Any records showing the name of a patron together with the person's address, email address, telephone number, or other personally-identifiable information.

The Library will protect every patron's library records as follows:

- a. Under a court order, the Library may be required to disclose borrower records to law enforcement agencies. Depending on the court order, the Library may or may not be allowed to disclose to the patron or anyone else, excepting legal counsel, that the records were released.
- b. To ensure the protection of patron records, when a court order requesting library records is received, the Library will first consult legal counsel to verify that the subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the Library Director.
- c. To further protect patron privacy the Library shall purge or shred the patron records when they are no longer needed for regular library operations.

### **Policies of the Hermiston Public Library – Privacy and Confidentiality of Library Records**

- d. The Library has the right to use library records only for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative actions and communications.
  - e. In all contracts with third-party agents, the Library will protect patron privacy to the greatest extent reasonable under the circumstances.
  - f. We respect the privacy and confidentiality of all library users, no matter their age. Parents or guardians of a child under age 18 who wish to obtain access to their child's library records must provide the child's library card or card number.
- IV. The Library Director is the custodian of library records and is the only party authorized to receive or comply with public records requests. The Director may delegate this authority to designated members of the library's management team. The Director confers with the City Attorney before determining the proper response to any request for records. No library records will be made available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. Library staff are trained to refer any law enforcement record inquiries to the Library Director.
- V. Nothing in this policy prevents the Library from exercising its right to enforce its Patron Behavior Policy, protect its facilities, network, and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes.