



LIBRARY BOARD

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

Where Life is Sweet

February 22, 2023 at 5:00 PM

AGENDA

1. CALL TO ORDER
2. READING OF MINUTES
 - A. Minutes of January 25, 2023
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
5. NEW BUSINESS
 - A. Review of Collection Development Policy
6. LIBRARIANS REPORT
7. OTHER MATTERS TO COME BEFORE THE BOARD
8. NEXT MEETING
 - A. March 29, 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

January 25, 2023

Call to Order

The meeting was called to order at 5:01 pm by Chair Casey Hinkley, with Lori Davis, Lisa Depew, and Erick Peterson present to form a quorum. Also present was Library Director Mark Rose.

Reading of Minutes

- A. Minutes, October 26, 2022
- B. Minutes, November 30, 2022

The minutes were approved as written.

Public Comment

Unfinished Business

- A. Calendar for 2023

The calendar for 2023 is different in that Christmas eve and New Years eve fall on a Sunday in 2023, these are days that the library typically closes early. The Board Meeting date for March is the 5 Wednesday rather than the 4th, this accommodates a known absence of a board member.

The Calendar was approved as published.

New Business

Librarians Report

- A. Mr. Rose has prepared evaluations for staff and will begin scheduling one on one meetings with each before the end of the month if possible.
- B. Mr. Rose discussed the acquisition of 2 new services to help improve library operations. Library IQ is a service that can assist in collecting information from the Sage system, materials and patron information. It is hoped that the collection of library work statistics will be robust enough to reduce the dependence on excel spreadsheet statistics collections, it was noted that this can become quite convoluted and prone to problems. The other service is Niche Academy, a training product for both staff and the public. A more standard training opportunity for staff is envisioned. For the public the ability to know that quick training on electronic resources is available will increase use of those resources.
- C. Mr. Rose presented a list of all Library policies approved by the Library Board. Best practices ask that policies be updated every 2 to 3 years. Policies beyond that timeframe were highlighted. A few of the policies may be rescinded if the City has created an ordinance addressing the issue, those

that will be reviewed for this condition are Patron Behavior and Fines and Fees. The Board indicated that Mr. Rose should proceed at his discretion in updating policies in a timely manner.

- D. The number of incidents with the homeless has increased, the police have been called a number of times on these kinds of issues. Staff are having to adjust and become more diligent in posting and enforcing rules that have long been in place. The city has had an increase in these issues, they are preparing a new city ordinance to address the problem. The new ordinance will likely apply to the Library as well, I have already offered my issues, and staff are also preparing a list of issues they see with the proposed code.

- E. 2nd Quarter Statistical Report – Mr. Rose reviewed the report line by line. The reduction in circulation by 6.8% continues to be a concern. Staff feel that the increased presence of the homeless may be impacting that number, other factors on the report show increasing strength. Volunteer hours are returning to the report with the absence of COVID restrictions. Program numbers and attendance are showing a marked increase and budgetary spending is in good shape.

Other Matters to come before the board

Adjournment

The meeting adjourned at 5:51 pm.

Next Meeting

February 22, 2023, 5:00 pm in the Library Meeting Room

Collection Development

Hermiston Public Library, as a department of the City of Hermiston, serves all who live in Hermiston and its surrounding areas. As a public library, HPL provides free and convenient access to informational, cultural, educational, and recreational materials. This Policy is established to ensure that our collections remain current and responsive to the needs of our community and that materials are easily accessible through appropriate formats and technology.

I. Authority and Responsibility for Selection

The Library Director is ultimately responsible for the selection of materials. The Director assigns members of the staff to assist in the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration as well.

II. Freedom of Speech and Intellectual Freedom

HPL believes that the right to access materials of varying viewpoints is an important aspect of freedom of speech, known as intellectual freedom, a basic element of democracy. Freedom of speech is of course guaranteed in the federal and state constitutions and protected by law. In keeping with those principles, HPL will favor no viewpoint. Additionally, a number of philosophical documents, including, but not limited to, the American Library Association's, Library Bill of Rights, and Freedom to Read statement, provide direction and guidance to our policies and practices.

III. Selection Criteria

A. Materials are selected by staff members for their

1. Literary or artistic merit;
2. Accuracy;
3. Utility;
4. Entertainment value;
5. Current or historical interest.

B. Generally, except for items of special local interest, items are selected based on favorable reviews, inclusion in special lists, patron or staff recommendations, popularity, or media coverage.

C. HPL attempts to maintain a collection that includes materials on a variety of subjects and points of view, in keeping with the community's interests. The collection is reviewed constantly so that gaps in subject areas and formats may be filled. Each item must be considered with

appropriate standards for its type and audience and the suitability of its format for a library collection. Some materials may be judged primarily in terms of artistic merit, scholarship, or historical significance; others are selected to satisfy recreational and entertainment needs. With restricted budgets and space, HPL emphasizes quality rather than quantity, balancing the value of and demand for materials. Final decisions are based on the value and interest of the item to the public, regardless of selectors' personal tastes. These standards apply equally to purchased and donated materials.

D. Selectors will follow these basic guidelines while carrying out this policy:

1. HPL is responsible for ensuring a robust collection.
2. Because HPL serves a public embracing a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
3. HPL selects materials in languages commonly spoken at home by its patrons.
4. In selecting materials for the collection, HPL will be attentive to the special commercial, industrial, cultural, and civic enterprises of the area.
5. HPL will acquire state and local historical materials. Usual weeding practices do not apply to local historical materials.
6. Because HPL's collection cannot be comprehensive, special interest items may be borrowed through interlibrary loan.
7. HPL does not attempt to acquire textbooks or other curriculum-related materials unless such materials also serve the general public.
8. Suggestions from the public for the purchase of materials are considered according to the general selection policies.

IV. Access

- A. Items are placed in the collection according to common library standards, age of user, alphabetical, Dewey classification as deemed appropriate by staff.
- B. The use of items frequently subject to damage or theft, may be controlled to protect the materials for future patrons.
- C. Children are not limited to the juvenile collection, juvenile collections are kept together to facilitate ease of use. Responsibility for a child's selections rests with the parent/guardian. The parent/guardian who chooses to limit his or her child's access to certain materials should so advise the child.

V. Gifts

HPL gratefully accepts gifts of materials while reserving the right to evaluate and dispose of such gifts in accordance with this policy. As donations may be tax-deductible, HPL will, on request, issue a receipt stating the number of items donated, but will not assign a value. Donations that are not added to the collection may be given to the Friends of the Library.

VI. Collection Maintenance

The Library keeps its collection vital and useful by retaining or replacing materials and removing works that are worn, outdated, of little historical significance, or no longer in demand.

VII. Oregon and Local Materials.

HPL collects and maintains commercially available materials pertaining to Oregon and the local area. These items may be kept as part of the collection for longer periods of time than other collection items. Items in this collection may include but are not limited to the following:

- A. Histories for Umatilla County, Oregon, and our region;
- B. Newspapers within Umatilla County;
- C. Documents from governmental entities operating within Umatilla County with historical value for HPL patrons;
- D. Works useful for genealogical research specific to Umatilla County, or Oregon;

VIII. Request for Reconsideration of Library Material

Should a resident library card eligible patron object to an item in the collection, they will be offered the “Request for Reconsideration of Library Material” form. Completed forms will be considered by the Library Director, who with staff will read reviews and assess its conformity to the standards of this policy. The Library Director will decide what, if any, action is appropriate for the item in question, and will write to the patron, explaining the decision. If the patron is not satisfied with the Library Director's decision, the item will be referred to the Hermiston Public Library Board for further review. Materials under reconsideration shall not be removed from use during the consideration process.