



LIBRARY BOARD

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

Where Life is Sweet

July 26, 2023 at 5:00 PM

AGENDA

1. **CALL TO ORDER**
2. **READING OF MINUTES**
 - A. Minutes June 27, 2023
3. **PUBLIC COMMENT**
4. **UNFINISHED BUSINESS**
 - A. Collection Development Policy
5. **NEW BUSINESS**
 - A. Election of Officers for 2023-2023.
6. **LIBRARIANS REPORT**
 - A. Year End Statistical Report
7. **OTHER MATTERS TO COME BEFORE THE BOARD**
8. **NEXT MEETING**
 - A. September 27, 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

June 27, 2023

1. CALL TO ORDER

The meeting was called to order at 5:01 pm by Chair Casey Hinkley, with Erick Peterson, and Rosario Madrigal, present to form a quorum. Lori Davis arrived at 5:06. Also present were Maria Duron, City Counsel Liaison, and Mark Rose, Library Director.

2. READING OF MINUTES

- A. January 25, 2023
- B. February 22, 2023
- C. March 29, 2023
- D. April 26, 2023
- E. May 24, 2023

The minutes were approved as written.

3. PUBLIC COMMENT

4. UNFINISHED BUSINESS

- A. Review of Collection Development Policy
Mr. Rose indicated that this policy would be sent with the next packet for discussion and review.

5. NEW BUSINESS

- A. Rules of Conduct
Mr. Rose discussed the new City Code, Rules of Conduct, and the additional rules needed to operate the library. He also pointed out that, for the ease of use, he had bolded specific identifying phrases to help staff better navigate the documents. Clarification was given that wheeled devices did not include wheelchairs or other mobility assistive devices, rather that skateboards or scooters were not appropriate inside a city abuilding.
The Policy was approved as written.

6. LIBRARIANS REPORT

- A. Directors Report May 2023
In addition to the written report Mr. Rose discussed the need to nominate and elect a new Board Chair and Vice Chair during the July meeting.

7. OTHER MATTERS TO COME BEFORE THE BOARD

8. NEXT MEETING

- A. July 26, 2023

9. ADJOURN

The meeting adjourned at 5:40 pm.

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.

HERMISTON PUBLIC LIBRARY
235 East Gladys Avenue Hermiston, OR 97838

BY-LAWS OF THE LIBRARY ADVISORY BOARD

Article I
Name of Library

The name of the library shall be the Hermiston Public Library

Article II
Name of Library Board

The name of the Library Board shall be the Hermiston Public Library Board.

Article III
Purpose of the Library Board

Section 1. The purpose of this Library Board is to advise the Hermiston City Council on library issues.

Section 2. The city's Municipal Code, Ordinance 88, passed Feb. 23, 1915, and amended in Ordinance 1101 passed July 7, 1977, and in accordance with the Oregon Revised Statutes 357.400 to 357.621, authorizes the Library Board.

Section 3. The Library Board consists of five members appointed by the Mayor and City Council, with appointments to begin on July 1 and expire on June 30. Terms are to be staggered.

Section 4. The Library Board members may not be appointed for more than two consecutive full terms of four years each. Appointment to complete an unexpired term does not apply to this limitation, but, any person may be appointed again to the board after an interval of one year.

Section 5. Hermiston's Mayor is a non-voting member of the board. Other elective officers of the city or county shall not serve as board members. Two people residing at the same household may not serve on the board at the same time.

Section 6. Any member of the Library Board having any financial interest, either directly or indirectly, in any contract to which the library may be a party, shall declare a potential conflict of interest and refrain from voting on the matter. All members shall serve without compensation.

Section 7. Regular attendance at Library Board meetings is important, and members unable to attend meetings on a consistent basis should consider resigning. Upon failure of any member to

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attend three consecutive meetings, the Library Board may recommend termination of the appointment to the City Council, and the City Council may remove the incumbent from the Library Board and declare the position vacant to be filled in the manner of a regular appointment.

Section 8. The Mayor and City Council shall appoint applicants to unexpired terms in the manner of a regular appointment.

**Article IV
Officers**

Section 1. Officers of the Library Board shall be a chair and a vice-chair.

Section 2. Officers shall be elected at the July meeting of the Library Board, which shall be the annual meeting, and shall take office immediately.

Section 3. The chair shall preside at all meetings and have supervisory and directional powers over the Library Board. The chair shall review Library Board agendas with the staff liaison. The chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Library Board unless delegating that responsibility to another on a time-by-time basis. The chair shall perform all other functions usually associated with the office.

Section 4. The vice chair shall preside in the absence of the chair.

Section 5. The library director or the director's designee shall serve as secretary of the Library Board, responsible for taking the minutes of the meeting and other duties as directed by the Library Board.

**Article V
Board Meetings**

Section 1 The Library Board shall meet at least eight times a year in separate months, and every meeting shall be publicized in advance, and open to the public. The Library Board shall set the date, hour, and location, consistent with Oregon Public Meetings Laws.

Section 2. The chair, Library Director (board secretary), or two Library Board members may call special meetings of the Library Board at any time, provided that reasonable notice is given to all members and the public. Reasonable is considered 24 hours. Special meetings shall not count toward the attendance requirement. (See Article III, Section 7.)

Section 3. A quorum for the transaction of business shall consist of three members of the Library Board, or 51 percent or more if the number of Library Board members is changed. If a

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quorum is not attained within 15 minutes following the scheduled call to order, the meeting shall be canceled. Three (3) members of the board must agree to make a decision.

Section 4. A voice vote may be gathered by telephone and/or e-mail by the chair or library director in cases of inclement weather or other emergency. There shall be no lobbying by the person recording the vote.

Section 5. "Robert's Rules of Order Newly Revised" shall govern proceedings of meetings.

**Article VI
Subcommittees**

Section 1. Special subcommittees may be appointed by the chair from time to time to study specific issues. Such subcommittees may include board members and other community members and shall serve only until completion of the task for which they were appointed. The chair will act as ex-officio member of each committee, without committee voting power.

**Article VII
Duties of the Library Board**

The Library Board shall:

Section 1. Formulate and recommend to the City Council, policies for the governance of the library.

Section 2. Establish rules and regulations governing use of the library and its facilities.

Section 3. Interview and provide written evaluations and/or recommendations for all candidates for the director, following established city procedures.

Section 4. Review goals and priorities of the library as they affect the budget, services, and future development of the library

Section 5. Establish policies for the selection and purchase of books and other materials for the library, establish policies for Internet use. The City Council and City Manager have directed the board to act as the final authority in controversies over the inclusion and/or removal of books and other library materials. It is noted that a member of the public may approach the City Council at any time as a matter of final appeal.

Section 6. Serve as liaison between the City Council and the general public.

Section 7. Encourage use and support, financial and otherwise, of the Library.

Section 8. Establish by-laws for the Library Board's governance.

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Section 9. Recommend to the City Council candidates for Library Board membership.

Section 10. Carry out other responsibilities as assigned by the City Council.

**Article VIII
Duties of the Library Director**

Section 1. The library director shall be the chief executive of the library as directed by the City Manager, and as such shall be responsible for the administration of the library under the general policies approved by the City Council.

Section 2. The director shall receive copies of all communications or petitions from employees or the public and have the right to make recommendations prior to Library Board consideration.

Section 3. In matters of challenged materials or policies, the director shall try to resolve them in written form before the matter is sent to the Library Board. The director should make the Library Board aware of all communications and his/her initial response to them regarding policies of the library that are governed by the Library Board.

Section 4. The library director shall have custody of all money as gifts or memorials to the library in the form of a trust account in the library's name. Expenditure of a substantial amount (over \$5,000) should be approved by the Library Board. All such funds shall be dispersed through the city finance officer in proper city procedure.

**Article IX
Amendments**

- Section 1. These by-laws may be amended using the following procedure:
- a) Present the amendment(s) in written form at a regularly scheduled and publicized meeting of the library board.
 - b) Board members are to be reminded of the amendment(s) in the call for the next regularly scheduled meeting.
 - c) Passage of the amendment(s) requires a 3/5 vote of the entire board at a regularly scheduled meeting.
 - d) If more discussion or research is needed, the vote may be postponed as long as the vote is taken at a regularly scheduled meeting with a quorum present.

By Laws of the Hermiston Public Library



Fiscal Year End Final Report

	2021-22		2022-23		
Circulation	50,583		51,058		1%
E-Books/Audio	10,942		10,849		-0.8%
Interlibrary Loan					
In Bound	2,851		3,297		16%
Out Bound	2,042		2,223		9%
Items in the Collection	37,581		37,420		0%
Added this Year	1,766		1,981		12%
Computer Use	1,246		2,817		126%
WiFi Use	739		3,307		347%
Patrons	9,399		8,087		-14%
Door Count	29,617		37,781		28%
Reference	715		1,071		50%
Volunteer Hours	67		118		76%
Programs	Events	Attendance	Events	Attendance	
Children	145	3,418	133	3,761	
Teen	46	654	45	768	
Adult	111	1,183	110	1,463	
Budget	2022-23		Budget		
Personnel	770,346		845,215		91.1%
Operating	97,602		143,300		68.1%
Materials	38,278		40,000		95.7%
TOTAL	906,226		1,028,515		88.1%