



LIBRARY BOARD

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

Where Life is Sweet

June 22, 2022 at 5:00 PM

AGENDA

1. **CALL TO ORDER**
2. **READING OF MINUTES**
 - A. Minutes of the April 27, Library Board Meeting
 - B. Minutes of the May 25th Library Board Meeting
3. **PUBLIC COMMENT**
4. **UNFINISHED BUSINESS**
5. **NEW BUSINESS**
 - A. Unattended & Disruptive Children policy, last updated in 2019.
 - B. July 27 Library Board Meeting conflict
6. **LIBRARIANS REPORT**
 - A. June directors report
7. **OTHER MATTERS TO COME BEFORE THE BOARD**
 - A. Review of Board Member time line
8. **NEXT MEETING**
 - A. July 27, 2022
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

April 27, 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 Library Director Mark Rose, and Youth Advisors Stormie Richmond and Anna Rivera.

Reading of Minutes

March 23, 2022

The minutes were approved as written.

Public Comment

Unfinished Business

Librarians Report

Directors Report

3rd Quarter Statistical Report

Comparison with the previous year is only a good indicator of the absence of COVID 19 restrictions and fear.

Other Matters to come before the board

The youth advisors asked questions related to material purchasing and removal and how the Friends of the Library book sale work with that process.

Adjournment

The meeting adjourned at 5:25 pm.

Next Meeting

May 25, 2022, 5:00 pm

HERMISTON LIBRARY BOARD

Regular Meeting

May 25, 2022

Call to Order

The meeting was cancelled due to lack of a quorum.

Reading of Minutes

April 27, 2022

Public Comment

Unfinished Business

New Business

Librarians Report

Directors Report

Other Matters to come before the board

Review of Appointment Timeline

Adjournment

June 22, 2022

UNATTENDED & DISRUPTIVE CHILDREN

The staff of the Hermiston Public Library strives to create a warm, inviting and fun environment for children. The library offers many programs and services that encourage children to develop a love of books, reading and learning. The safety and wellbeing of children at the library is of great importance. It is the intention of this policy to clarify to both the community and staff what responsibility the Library assumes in regards to children visiting the Hermiston Public Library.

I. Parents/caregivers (caregivers must be at least 12 years of age) are responsible for the behavior of the children under their care while visiting the Library and on Library property. The Hermiston Public Library staff is committed to helping children with activities related to the Library. It is not the responsibility of the Library staff to serve as baby-sitters or teachers. As it is for adults, violations of the library's Patron Behavior Policy by children or those responsible for their behavior is grounds for suspension of library privileges. As need occurs Library staff will notify parents/caregivers of incidents involving an unattended or disruptive child. It is strongly recommended that all children are accompanied by a parent or caregiver. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety or comfort.

II. UNATTENDED CHILDREN

A. Children age 9 or under must be accompanied by a parent/caregiver in the library (accompanied means "within sight".) Should a child in this age group be found unattended, library staff will attempt to locate the parent/caregiver in the library and inform them of the rules. If the responsible party cannot be found, the police may be called for assistance to locate the child's parent/caregiver.

B. Children age 10 and older may use the library unaccompanied.

III. DISRUPTIVE CHILDREN

All users of the Library are expected to comply with the Patron Behavior Policy. Violations of that policy by persons of any age are not tolerated and are considered

disruptive behavior. Library staff will approach disruptive children in the following manner:

- A. Give a verbal warning to the child indicating what specific behavior is disruptive or unacceptable and must stop.

- B. If the disruptive behavior continues, approach the parent or caregiver with the same warning. If the child is unattended, section II above of this policy will be applied.

- C. If the disruptive behavior continues, request the parent or caregiver to escort the child from the library premises.

IV. Newborns, infants and their caregivers will be offered accommodations as available.

Directors Report

June 2022



Summer Reading Program (SRP) Library staff prepared for the 2022 SRP for Children, Teens and Adults. Staff and I visited each elementary school, it was both fun and exhausting. We had great support from the school district staff who helped and coordinated our presentations.

Library Elevator –Earlier this year I reported that the building elevator will require a modernization and can no longer be serviced as is. On June 3 I received a notice of Fire Alarm Deficiency from the Fire Marshall. Officially we are allowed 30 days to resolve the issue. I am working with the City Administrator to move resolves this as quickly as possible. Bids form 3 elevator companies have been received and are being reviewed with the intent of awarding a contract before the end of this month. While the equipment is being modernized it will be unavailable to staff or the public for at least 2 weeks. Prior to the notice I had hoped that this work could be completed after the city moved into its new building.

Library Staff –

This summer you will see 2 young men working with library staff as high school interns. The library and one other city department elected to give this a try. Each of the interns primary duty is retrieving materials from the book drop, and shelving of returned materials, in addition to this work they will work with summer reading programming as needed. Our funding is sufficient to cover the cost and this will help the library as an organization understand what affect an increase in staff has on other duties.

A regular part time staff member has submitted a resignation and we have begun the process of finding a replacement. Candidates have been selected from 40 applicants. The interview process will begin soon.

Library Board Member Appointment Timeline

May 25, 2022

Erick Peterson, term completes in June 2022.

Jackie Linton, joins city council in January 2023.

Casey Hinkley, term completes in June 2023.

Lisa Depew, term completes in 2024.