



LIBRARY BOARD

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

Where Life is Sweet

October 26, 2022 at 5:00 PM

AGENDA

1. **CALL TO ORDER**
2. **READING OF MINUTES**
 - A. Minutes for September 28, 2022
3. **PUBLIC COMMENT**
4. **UNFINISHED BUSINESS**
5. **NEW BUSINESS**
 - A. Policy Update - Privacy and Confidentiality of Library Records
6. **LIBRARIANS REPORT**
 - A. 1st Quarter Statistical Report
 - B. October Directors Report
7. **OTHER MATTERS TO COME BEFORE THE BOARD**
8. **NEXT MEETING**
 - A. November 30, 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

September 28, 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.

Reading of Minutes

- A. Minutes of the July 19, Library Board Meeting

The minutes were approved as written.

Public Comment

Unfinished Business

New Business

- A. Strategic Plan – Mr. Rose presented a strategic plan for the Board approval. He pointed out that this a 3 year plan that is not fixed but may be modified as situations and evidence indicate.

Librarians Report

- A. A discussion of the Oregon Community Foundation Fund Report noted the decline in the principal, and ideas for use of the funds. Mr. Rose suggested some type of art or cultural display space as part of the remodel of the library.

Other Matters to come before the board

Adjournment

The meeting adjourned at 5:36 pm.

Next Meeting

October 26, 2022, 5:00 pm in the Library Meeting Room

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.

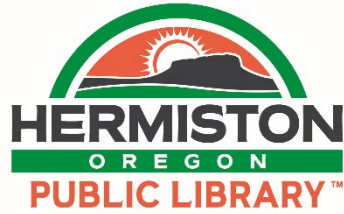
- III. In accordance with this law, Library records that will be broadly interpreted as exempt from disclosure include:
 - Any records showing the use of specific library materials or resources, analog or electronic, consulted, borrowed, acquired, or transmitted, by a named person; or
 - Any records 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.

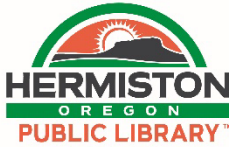


1st Quarter 2022-23

	2021-22		2022-23		
Circulation		14,030		12,609	-10.1%
E-Books/Audio		2,604		2,527	-3.0%
Interlibrary Loan					
In Bound		741		707	-4.6%
Out Bound		497		606	21.9%
Items in the Collection		38,368		37,316	-2.7%
Added this Year		447		538	20.4%
		10		20	100.0%
Computer Use					
WiFi Use					
Patrons		9,103		7611	-16.4%
Door Count		7,126		9391	31.8%
Reference		111		138	24.3%
Volunteer Hours					
Programs	Events	Attendance	Events	Attendance	
Children	23	298	38	980	
Teen	9	152	11	111	
Adult	25	234	29	377	
Budget	2022-23		Budget		
Personnel		194,983		841,116	23.2%
Operating		15,129		143,300	10.6%
Materials		7,591		40,000	19.0%
TOTAL		217,703		1,024,416	21.3%

Directors Report

October 2022



Library Policy - The library policy you have been asked to review this month is one of the foundations of public library service in the United States. As usual staff have been asked to review and verify that we use the policy as written, I have also requested comment by City Attorney. He states:

I have reviewed the policy on privacy and confidentiality of patron records and I have no issues with the policy. It makes clear what information the library will gather, how the information will be protected, and what the library’s response will be related to information requests. I don’t have anything to add to it at this point.

Richard S. Tovey, City Attorney.

Please prepare questions you may have and they will be discussed as needed, any proposed changes should be reviewed by the City Attorney before final adoption.

Library Building – The City has moved out of the library. Library staff have moved their work stations/offices My office is now located in the basement, my former office is now occupied by Heidi, to give staff access to her and her technical abilities keeping systems running. Gratefully the City Manager gave the library first dibs on all furniture not taken to the new city hall.

The city has a number of projects in addition to completing the library and has determined that the best way forward is to hire a construction manager. That position is expected to be in place at the first of the year. I am expected to participate in the selection of the manager. It is also hoped that funding for the library project will become available at the first of the year. When the building stage is completed funding for the operation of the cultural center will begin.

Book Sale – The Friends of the Hermiston Public Library Book Sale was held Thursday the 20th in the evening for members, membership can be purchased at that time. General sales will be Saturday from 9 at to 2 pm.