



LIBRARY BOARD AGENDA

March 27, 2024 at 6:30 PM

Wilsonville Public Library

PARTICIPANTS MAY ATTEND THE MEETING AT:

Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/82535883540>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with Molly Muldoon:

Muldoon@wilsonvillelibrary.org or 503-570-1593

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Molly Muldoon - Wilsonville Library

8200 SW Wilsonville Road, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call

CONSENT AGENDA

2. [Approval of Minutes: 02.28.2024](#)

ONGOING BUSINESS / CALENDAR ITEMS

3. Staff Visitor
4. Youth Services Report
5. [Librarian's Report](#)
6. [Policies and Procedures](#)
7. Review/Evaluate Board Functioning
8. Notify Council of Expiring Terms
9. Friends of the Library Report
10. Library Foundation Report

NEW BUSINESS

ROUND ROBIN

Library Board
March 27, 2024

ADJOURN

NEXT MEETING

Wednesday, April 24, 2024 6:30 PM

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Molly Muldoon, Administrative Assistant at 503-570-1593 or Muldoon@wilsonvillelibrary.org: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1593.

Wilsonville Public Library
LIBRARY BOARD MEETING MINUTES
February 28, 2024

MEMBERS PRESENT: Natalie McNown, Chair; Dick Spence, Vice-Chair; Gay Walker; Miriam Pinoli;

STAFF PRESENT: Shasta Sasser, Library Director

Natalie McNown called the meeting to order at 6:35 p.m.

The minutes of the January 24th meeting were approved.

ONGOING BUSINESS/CALENDAR ITEMS

1. Youth Services/Librarian's Report – Shasta reported Tiny Art Show is back and the submissions just ended. There are 110 pieces and will go into display cases for voting. Winners will stay in through April. Local contestant from show Lego Masters is coming to do a Lego program at the library. Free Hearing and Developmental Screenings for Children are coming up as well as a Paint Your Favorite Book Character program and Spanish Story Time once a month with Adventures in Spanish. Profiles continues for Adults as well as First Friday Films, Book Notes, and Beginning Spanish starting soon. The library is currently in the middle of a city-wide re-fobbing project for locks and security on the doors. The Foundation paid for the study rooms to be fobbed. Shasta had her budget meeting last Thursday and it went well. There's no news yet.

2. Annual Board Report Card – Shasta shared that Molly sent out the Annual Board Report card and to please fill it out before the next meeting.

3. Policies and Procedures— Shasta shared the revised Statement of Concern form and went over the changes made. A few changes will be made for approval next time. Shasta working on general policy form and should have a preliminary look ready for next meeting.

4. Strategic Plan – Shasta reported that the management team met recently to go over how the strategic plan has been going. Next big things include getting the marketing plan update, a focus on standards for messaging, and working on getting the website update regularly. A collections intern to do an analysis of a collection (paid for by the Foundation), a technology upgrade, and the children's patio are also on the docket as well as looking into programming.

5. State Standards Review – Shasta went over the minimum state for public libraries, as it must be reviewed annually.

6. Friends of the Library Report – Dick Spence reported the Friends revenues have been up. Book donations have remained steady. There's been a drop in volunteers due to illness and new background check policy. The website has the events on it now. The Thank You Dolly

events went well. Friends and Foundation would like to have another joint board event this year. The book bike will arrive soon.

7. Library Foundation Report – Dick Spence reported the foundation didn't meet because they couldn't meet quorum.

ROUND ROBIN

Meeting adjourned at 7:33 p.m.

The next regular meeting is scheduled for March 27 at 6:30 p.m. on Zoom.

Respectfully submitted,

Molly Muldoon

Board Secretary

***Copy available from Board Secretary**

Library Service or Material Statement of Concern

The Director of the Wilsonville Public Library is responsible for the selection of materials for the Library. Library staff select materials using the framework of the Collection Development Policy. This policy can be found on the library website under Policies and Procedures (wilsonvillelibrary.org/lib/pages/policies-procedures). Patrons may use this form to express concern about library programs and services or material owned by the Library. The Library Director and appropriate staff will review the concern, and with the advice of the Library Board, take appropriate action. Decisions of the Library Director may be appealed in writing to the Library Board. The decision of the Library Board may be appealed in writing to the City Council. Please note that in order to start a formal review process, you must have read/viewed/listened-to the item(s) in entirety and reside within the library's service area.

Please help us understand your concern by filling out the form below (please use the back of this form or a separate sheet as necessary), and either return it to the circulation desk, or mail it to: Library Director, Wilsonville Public Library, 8200 SW Wilsonville Rd., Wilsonville, OR, 97070. You should expect to hear from the Library Director within 10 business days after receipt to clarify your concerns and discuss the process, and the Library Director should notify you of their decision within 21 business days.

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Do you represent yourself? _____ An organization? _____

Have you reviewed the item in its entirety? (circle one): YES NO

Have you reviewed the library's Collection Development Policy? (circle one): YES NO

1. Item on which you are commenting (Please check all that apply):

Book _____ Magazine _____ Video/DVD _____

Audio Recording _____ Magazine/Newspaper _____ Library Program _____

Electronic Resource (Please Specify) _____

Other _____

Title _____ Author/Producer _____

2. What brought this item to your attention?

3. What concerns you about the item?

4. Are there item(s) you suggest to provide additional information and/or other viewpoints on this topic?

5. What do you feel would be a satisfactory resolution to your concern?

WILSONVILLE PUBLIC LIBRARY MEETING ROOM POLICIES AND PROCEDURES

8200 SW WILSONVILLE ROAD, WILSONVILLE, OR 97070 PH: 503-682-2744 FAX: 503-682-8685

FACILITIES AVAILABLE

	Seating Capacity: Classroom -Theater	Individual/ Business	Government/ 501(c)(3)	Local Non-profits serving children	Reserve
<u>Oak Room</u>	60-120	\$80/hr	\$20/hr	2hrs free during Library open hours \$10/add'l hr	<u>Online</u>
<u>Oak Room South</u>	40-80	\$40/hr	\$10/hr		
<u>Oak Room North</u>	20-40	\$40/hr	\$10/hr		
<u>Rose Room</u>	30-50	\$40/hr	\$10/hr		

Small study rooms are available for free, for up to 2 hours per day (per individual or group). These can be reserved in advance with staff at the Circulation Desk, and may be available on a drop-in basis.

GENERAL USE

Any person at least 18 years old, on their own behalf or representing any group or agency, may submit an application to reserve any of the above facilities, up to two (2) months in advance. After the application is approved, payment is due by 7 days prior to the date of the reservation, unless an alternate payment plan is approved by Library staff. (Please note that the cutoff for refunds, in the case of cancellations, is 7 days before the date of the reservation. Any payments made after that deadline will not be eligible for a refund.)

Rooms are not considered reserved until the application has been reviewed and approved. Approved use agreements are not transferable.

The Library, its affiliates, and/or other City of Wilsonville users will have first priority on space allocation, but the City will make every effort not to displace a reservation already properly made and approved. In the unlikely event a reservation is cancelled by Library or City staff, a full refund will be issued. (For further information see the Cancellations/Refunds section of this document.)

Room Availability

Events may be scheduled during open hours on any library business day. The rooms will not be available for use on recognized holidays observed by the City during which the Library is closed. Events must end early enough to complete cleanup before the end of the reservation. Any time overrun will be billed or deducted from any damage/cleaning deposit at twice the paid rental rate in 30 minute increments, with a \$20 minimum charge.

Food and Drink

Food and drink must be prepared in advance. Library meeting rooms are not designed for cooking or preparation. Use of alcohol is not permitted.

Special Uses

Special uses involving music, wall hangings or decorations, the serving of food or drink or other activities liable to entail significant cleanup or risk of damage are subject to the review and approval of the Library Director or designated staff. Full disclosure of such uses must be made on the application. Such uses may require payment of a refundable \$100 cleaning/damage deposit.

FEES

Rental Fee

Hourly room rental fees for each room are at the top of this document. Local non-profit organizations directly serving children are eligible to have the rental fees for the first two hours of reservations during Library open hours waived.

Damage/Cleaning Deposit

A refundable damage or cleaning deposit of \$100 may be assessed for events at which food or beverages are served or which involve other uses liable to entail significant cleanup or risk of damage.

RULES AND RESTRICTIONS

- The user is responsible for room setup and takedown, including folding tables into storable configuration and stacking chairs onto carts. A fee of \$20/hr will be billed or deducted from any deposit if it is necessary for Library staff to put furniture back in its proper place. Please leave the room according to the diagram on the wall.
 - Cleanup includes wiping table surfaces, tidying restrooms, removing debris from floors and patio surfaces and placing garbage in appropriate containers.
 - Tables and chairs will not be removed from the building.
 - Equipment, supplies or other products belonging to user groups may not be stored in the facility.
- Smoking is not permitted anywhere inside the Library building or within ten feet of any entrance.
- Animals are not permitted, except for service animals.
- Facility users will not attempt to adjust thermostats.
- Users will turn off all lights when leaving the facility.
- Open flames (including candles) are prohibited except on chafing dishes.
- Existing wall decorations may not be removed.
- Posters, charts, banners or easel sheets will be attached only on tack boards installed on the facility walls. No tape, tacks, stickpins, or fasteners of any kind will be applied to or stuck into other surfaces in rooms, doors, or the building lobby.
- The Library does not promote privately-sponsored events. When advertising events and programs elsewhere, the user must not imply sponsorship by the Library or the City of Wilsonville.
- One freestanding sign holder will be made available to the user, for display in the Library lobby. No other advertising may appear in the Library lobby, on the bulletin board, or in or on the Library building (outside of the reserved room, during the time booked).

CHANGES TO RESERVATIONS

Changes made to a reservation on the day of the scheduled event may incur additional fees.

CANCELLATIONS/REFUNDS

If a reservation must be cancelled, notice must be submitted listing the name, address and telephone number of the applicant, and the date of reserved use.

Refunds of hourly and other fees paid will be issued in accordance with the following schedule:

- 8 or more days prior to the date reserved:* Full refund
- 7 or fewer days prior to the date reserved:* No refund

The Wilsonville Public Library reserves the right to reschedule, cancel or change facility use arrangements when deemed necessary. The Library also reserves the right to deny or cancel any reservation if there is any misrepresentation of applicant's non-profit status or other material misrepresentation.

Exceptions to these policies may be made at the discretion of the Library Director or designated staff.

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