



CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, July 11, 2019

5:00 PM
Brookwood Library
Board room

Public Meeting
2850 NE Brookwood Pkwy
Hillsboro, Oregon 97123

I. Call to Order:

Present: Board Members Steve Swoboda, Felicita Monteblanco, Linda Mokler, Elizabeth Case, Rommel Rodriguez and Gera Araujo

Staff: Stephanie Chase, Karen Muller, Courtney Gill and Anne Duyck

Visitors: Anisha Datta, former Library Policy Fellow; Sarah Bashore, Oregon Partnership Specialist with US Census Bureau

II. Additions to the Agenda

None presented.

III. Consent Agenda

- A. May 23, 2019 minutes
- B. WCCLS circulation statistics report for May 2019
- C. WCCLS circulation statistics report for June 2019
- D. HPL statistics report for May 2019
- E. HPL statistics report for June 2019
- F. Infographic: benchmarking
- G. Director's Report

Swoboda moved to approve the consent agenda along with the May minutes; the motion was seconded by Monteblanco and passed unanimously.

V. Discussion/Action Items:

A. Welcome to new members

Swoboda welcomed new Board members Elizabeth Case and Rommel Rodriguez. Introductions were made, and then Swoboda thanked Araujo and Wright (in absence) for their service on the board.

B. Mission Moment: Census 2020

Sarah Bashore gave a presentation on “Why We Do a Census.” Article 1 of the US Constitution dictates that a census shall be made every 10 years in order to reapportion the seats in the US House of Representatives according to population changes. The next census will take place in 2020, and Census workers expect to count approximately 330 million people living in 140 million housing units across the United States. In Oregon, they expect to count roughly 4.2 million people in 1.8 million housing units, including 108,000 people in Hillsboro living in 39,659 housing units. The census will be available in 13 languages online, but only in English and Spanish on the paper form. Challenges for census workers include accurately recording hard-to-count populations, such as seniors, children under the age of five, renters, the homeless, migrant workers, foreign born residents, and those who do not have access to the internet.

While personally identifiable information given in the census is private and confidential, as mandated by law, there are many people who are afraid to fill out the census which will impact the amount of financial assistance available to Oregon from the Federal government. Public libraries play a vital role in the Census because they are a trusted governmental agency, and are in a key position to help residents complete this task. The City of Hillsboro has a small task force to address Census challenges. Library staff will be trained to assist as they can, and events will be held around the Census. A Census recruitment event was held at the Brookwood Library.

C. Community Feedback

Chase invited the Board to share feedback from the community about the census. Araujo noticed that in the community, the citizenship question on the Census was a big concern. Araujo and Montebianco noticed a general lack of understanding on what the census is and that it is mandatory.

D. Mission Moment: Equity, Diversity, and Inclusion & Library Policy

During her tenure as a Fellow in the City of Hillsboro, Chase and Muller invited Anisha Datta to perform an equity-focused policy audit on several library policies, so that staff can understand who Hillsboro’s patrons are, what their barriers are, and what staff might be missing in delivering library services. Datta applied a toolkit generated by the Government Alliance on Race and Equity (GARE) to meet the needs of Hillsboro and libraries in general. Some of the policies examined were the Unattended Children Policy, the Collaboratory Policy, the Confidentiality Policy and the Meeting Room Policy. Datta ran each policy through the toolkit, marked it up, and then collaborated with Muller and other staff to draft new language and suggestions to take back to the appropriate parties for final editing and adoption. A sample policy evaluation rubric was shared with the Board, as well as a draft of markups on the Unattended Children policy.

By focusing on ways to advance equity in the community, we can truly make the library “for everyone.” Datta shared a few examples of disparities in equity that are directly related to services Hillsboro Library offers every day, such as language barriers, poverty, and early learning and school age outcomes. Datta stressed the importance of having disparities in mind as the library plans programs and events.

Some examples of suggested updates include altering the age requirement for Collaboratory use, or the requirement that long hair be tied back while using the Collaboratory (originally addressing a safety concern). Other suggestions include changing the requirement that children under the age of 10 be accompanied by an adult, which affects library use by children who are impacted by poverty or who have different cultural norms.

The Meeting Room policy may include and “introductory statement” encouraging flexibility on aspects of the policy.

Mokler expressed support for incorporating flexibility into policies and problem solving with patrons, but asked the Library to remain careful not to introduce murky waters—to focus on the practice of clarifying rather than introducing exceptions. Chase and Muller confirmed this is current practice.

E. Advocacy Report

Monteblanco suggested that the Board join Susan McClain’s email list, as they send updates on what is being worked on. Monteblanco also encouraged everyone to share what was learned about Census 2020. Celebrate Hillsboro is approaching on July 20 and is a great opportunity to promote library services. Copies of the Hillsboro Reads selection will be presented to the City Council at a September meeting.

The Library Foundation’s fundraiser event was a success, raising just under \$15,000 between the raffle and the dinner. The Foundation is already planning the next event. The Board is actively recruiting for more members; they can have up to 21 members.

F. Director’s Report

Chase said there is no policy to review this month due to the completion of the equity lens toolkit. Chase will revise the policy review calendar and policies will be reviewed again beginning in September. Policies will be sent as a package to the City Council for approval, and will also be translated into Spanish before they go to the City Council.

Page 41 of the packet details funding approved by the budget committee. The Library asked for additional staff hours and positions, but only a set of additional Page hours for distribution was approved. However, the library will be getting a new air conditioning unit for the Event Room, an additional outdoor induction, and a replacement for the Book-O-Mat, among other things. Regarding the Book-O-Mat, the Library will work with Economic Development to determine whether to purchase indoor or outdoor machines, and where best to place them.

G. New Business

Shute Park’s Collaboratory will have a soft opening on July 12. The green screen wall is painted and art is up; there is a 3D printer, iPads for the green screen, a sewing machine, tablets for learning the basics of graphic design, and many musical recording tools. Chase said that the Library engaged with Shute Park’s community to find out what they wanted to see in that Collaboratory and the items chosen are a reflection of that input.

The Hillsboro Reads title this year is “Bored and Brilliant” by Manoush Zomorodi. The book is about being mindful of how people use technology, encourages using boredom as a muse and gives readers several challenges.

Muller said that an effort to have more food options at Brookwood Library is being made. A food truck pilot program through Suburban Events is being tried throughout the summer to gauge interest.

Mokler suggested that the Board codify and adopt a policy on how to bring new members on so as to reduce the time spent redoing the process every time there is a vacancy. Chase shared this process was discussed at the May meeting in setting the priorities the Board, with an emphasis on Board members (rather than staff) recruiting and engaging with potential new members ahead of appointment.

VI. Information Items and Announcements

Chase shared a booklet on the Library's 2018-2021 Strategic Plan, as well as a newspaper article on the Read to the Dogs program and the June circulation statistics.

VII. Adjourn:

There being no further business to come before the Board, the meeting was adjourned at 7:37 pm.