



CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, September 5, 2019

6:00 PM
Shute Park Library
Meeting Room

Public Meeting
775 SE 10th Avenue
Hillsboro, Oregon 97123

I. Call to Order:

Present: Board Members Steve Swoboda, Felicita Montebianco, Linda Mokler, Elizabeth Case, Rommel Rodriguez Ibarra, and Gail Madsen, ex officio

Staff: Stephanie Chase, Karen Muller, Jennifer Moore and Anne Duyck

Visitors: Lillian Tsai and Barbara Wright

II. Additions to the Agenda

None presented.

III. Consent Agenda

- A. July 11, 2019 minutes
- B. WCCLS circulation statistics report for July 2019
- C. WCCLS circulation statistics for FY19
- D. Infographic: FY19 Year in Review
- E. Infographic: Youth Access Cards

Mokler requested an addition to next month's agenda regarding the development of a Board member recruitment policy or procedure. Swoboda agreed to bring the process decided at the May 29th meeting back for October.

Case noted that the July minutes needed to be corrected to reflect that Simone Brooks was not in attendance.

Montebianco moved to approve the consent agenda along with the July minutes with the correction that Simone Brooks was not in attendance; the motion was seconded by Mokler and passed unanimously.

V. Discussion/Action Items:

- A. Welcome to new members

Montebianco introduced Lillian Tsai, vice-president of Washington County's Human Rights Council, a DEI trainer and coach, and potential applicant for Board membership. Chase introduced Gail Madsen, Foundation

member and longtime library supporter, who will serve as the Foundation's ex officio representative on the Board for the next year.

Swoboda thanked Barbara Wright for her service, and said how the Board appreciates the vision Wright has that made HPL a stronger and more innovative library.

B. Community Feedback

Swoboda asked the Board which topic everyone should solicit feedback on for October's meeting. Case suggested the Board look for feedback on the Hillsboro Reads program. Moore said she would like to hear feedback as people participate in the challenges on how they're feeling; also in general, whether they've read the book, how relevant they feel it is.

C. Hillsboro Reads:

Jennifer Moore told the Board about the events HPL is planning around Hillsboro Reads. The book chosen for this year is *Bored and Brilliant* by Manoush Zomorodi, a tech journalist and podcaster. The book is about finding a healthier relationship with the technology people use. *Bored and Brilliant* is different from last year's book, which was a post-apocalyptic novel called *American War* by Omar El Akkad, which was a difficult topic and HPL was able to host some serious conversations around it. This book has a very different tone: more upbeat, funny, lighthearted, relatable, and approachable. Moore feels that people are excited about it; staff are getting great feedback from patrons on it and how it is making people think.

With support from the Friends of the Library, HPL purchased 325 copies to give away, and asked people to pass the book on to others after reading it. Several copies have already been returned in the book drop. The Library also increased both print and digital circulation copies so more people can participate in conversations around it. Unfortunately, the book is not available in large print or in Spanish, though eBooks can be enlarged to accommodate larger fonts. Wright said she saw copies in the Tiny Libraries near her.

The author was unavailable, so staff invited Amber Case to be the keynote speaker this year. Amber Case is an internationally recognized speaker on humans and tech. She is a "Cyborg Anthropologist" and she also designs and consults on calm technology. Chase thanked the Foundation for supporting the keynote address.

Other events include conversations in English and in Spanish from the City of Hillsboro on the Fiber program. There will also be workshops at both libraries to navigate and personalize phone settings. There will be Music Meditation Mondays where the community can have an "unplugged" lunch while listening to cellist performances. There will also be a community photo and art project engaging people creatively in using their cell phones. Moore is also excited to have "Teens Talk Tech," which will have local high school debate teams debate the pros and cons of tech and teens, and will answer audience questions.

Moore gave the Board the challenge to delete an app from their phone that each person felt they spent too much unnecessary time on. Moore asked the Board to observe how they felt while deleting it, and to try to go without it for a week. Moore said she would be collecting and sharing feedback on how people respond to this challenge.

D. Advocacy Report

The Library will have an opportunity to present to the City Council either on September 17 or October 1, and will present on the Hillsboro Reads program.

Chase said that the May 2020 ballot will have the WCCLS Levy on it. This is a year early since the Levy doesn't expire until 2021. People For Libraries is the Political Action Committee that supports the Levy. They are meeting this Saturday and Chase will forward this information to the Board. Montebianco asked whether the Board could be trained on how to appropriately engage with the public at election time. Chase said that the Library and WCCLS plans to host staff training on it, but once the Levy receives its ballot number, staff can only speak factually about it when representing the library. Wright said people can donate annually to People for Libraries as a PAC.

F. Director's Report

Chase shared the revised Board Calendar on page 12 of the Board packet. The calendar combined the existing policy and advocacy calendars. Montebianco would like to discuss the advocacy calendar annually so as to add potential changes when new opportunities arise, including advocacy topics or staff trainings. Mokler noticed there are no regularly scheduled meetings in April, July or August, and felt that the gap was large in the summer time between meetings. Chase said that the Board agreed to meet 8 times per year, with a ninth meeting that is more celebratory in nature. April is a difficult time for staff to meet due to OLA and PLA conferences and limited staffing. Summer months historically have Board attendance issues and inability to meet quorum. However, there is flexibility on when meetings can be held.

Library Foundation Report: The Library Foundation of Hillsboro meets in the Brookwood Board Room every month. Madsen said the Foundation just had a very successful fall campaign. The Foundation has decided not to always have an annual event like they did in the fall. The Foundation is happy to be part of Hillsboro Reads and will search for ways to support and accommodate it. Muller noted that the Foundation also supports the Summer Reading Program and the Civics for Adults program coming up in the spring. There are some new members, and Madsen will ask Foundation what kinds of information they'd like her to report to the Board.

Friends of the Library Report: Wright said the Friends were given 450 boxes of books when Oregon College of Arts and Crafts closed. The Friends are preparing for the fall book sale and are still receiving many donations, including 30 boxes just today. The Friends are also supporting Hillsboro's new Tiny Libraries by stocking them.

G. New Business

Chase asked the Board to do a final review on two Library Administration Rules, which will need to be sent to the City Council for final approval.

Library Administrative Rules: Unattended Children: The Board felt that "Staff may need to contact authorities such as the police..." felt unfriendly and could be a trigger word to community members. The sentence will be rephrased, "As a last resort, staff may need to contact authorities either to assist with discipline in the library or to ensure the safety of an unattended child." "...for the day" will be removed from the end of the fourth paragraph to give staff a little more leeway.

Mokler suggested adding language providing for some sort of action for individuals who keep abusing the policies, such as “if a situation is repeated other actions may be explored.” Chase said that this is covered by Hillsboro Municipal Code 9.32.030

Monteblanco moved to submit Library Administrative Rules: Unattended Children to the City Council as amended; the motion was seconded by Case and passed unanimously.

Collaboratory Guidelines: Guidelines are not sent to the City Council for approval. With the opening of Shute Park’s Collaboratory, the guidelines needed to be broader. The revised guidelines added an introductory paragraph, and changed the ages allowed in the Collaboratory to mirror the unattended children policy.

“Some tools may require additional certification” will be added after the first sentence of the second paragraph.

Monteblanco motioned to approve the Collaboratory Guidelines as amended; the motion was seconded by Mokler and passed unanimously.

VI. Information Items and Announcements

Chase reviewed the Library Statistics FY19 Snapshot Analysis on page 20. Chase said that both library facilities are reaching their peak capacity. Sometimes there is no place to park at Brookwood. Meeting rooms and study rooms are at a premium. Annual visits are just shy of 1 million between both libraries. Swings in numbers of visits may be influenced by the numbers of public meetings held, parking availability and inclement weather. Mokler asked when the busiest times were for the libraries. Chase said that Shute Park is busiest in the summer when school is out, and Brookwood is very busy around lunch times and weekends. Madsen suggested power-washing the welcome areas outside the library more frequently, and Wright said that staff can request Tri-Met to clean the bus stops.

Muller said that around 7,200 people signed up for summer reading this year. Instead of teen prizes for summer reading, the Friends offered to donate \$1 for each hour read to HomePlate Youth Services up to \$2,000. Teens read a total of 2,652 hours. Wright asked which libraries in Washington County give a book out at the beginning of summer reading instead of at the end. Chase replied that only Hillsboro does this, and added that simply owning a book can help prevent summer slide.

Next month’s Director’s Report will have information on Diversity, Equity and Inclusion gender pronouns and pins available for staff to wear if they choose. Hillsboro is sending a message that this organization is supportive of DEI efforts and open to having those discussions. Staff will be able to order badges with gender pronouns.

Case said she didn’t need a packet printed out for each meeting. Mokler said she likes to have the agenda separated out. Chase will inform Gill not to print out any packets unless the Board members request them of her.

VII. Adjourn:

There being no further business to come before the Board, the meeting was adjourned at 8:38 pm.