



CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, January 17, 2019

5:00 PM
Brookwood Library
Board room

Public Meeting
2850 NE Brookwood Pkwy
Hillsboro, Oregon 97123

Call to Order:

Present: Board Members Steve Swoboda, Gera Araujo, Scott Palmer, Daniel Nguyen, Linda Mokler and Felicity Monteblanco

Staff: Stephanie Chase, Karen Muller, Hillary Ostlund, Linda Osuna, Carol Reich, Ken Christian, Anisha Datta, Cheryl Gill and Anne Duyck

Visitors: Mayor Steve Callaway, City of Hillsboro; Simone Brooks, Assistant City Manager; and Thomas Bruner

II. Welcome to Mayor Steve Callaway and guests

III. Additions to the Agenda:

None.

IV. Consent Agenda

- A. November 15, 2018 minutes
- B. WCCLS circulation statistics report for November 2018
- C. WCCLS circulation statistics report for December 2018
- D. HPL statistics report for November 2018
- E. HPL statistics report for December 2018
- F. Infographic: 2018 in Review
- G. 2018-2019 YTD Expenditure Reports
- H. Director's Report

Mokler requested that the HPL statistics report include year-to-date statistics in addition to the current month and month from the year before. Chase said another sheet could be added to future statistics reports.

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

V. Discussion/Action Items:

A. Advisory Discussion: favorite accomplishment from 2018; library service all Board most proud of or excited by

The Board was invited to share their favorite library accomplishments from 2018.

- Swoboda was proud of the completion of the strategic initiative plan and considered it a “job well done.” He also appreciated the growing Library of Things collection.
- Montebianco enjoyed the challenge of Hillsboro Reads and loved the keynote speech; she is also proud of the outreach efforts taking place outside the library.
- Duyck shared an accomplishment made by library staff in reaching out to juvenile patrons whose presence tended to be disruptive; the children and staff worked together to understand acceptable library behavior, as well as to develop a reward system to encourage good behavior. The effort succeeded so well that other regular patrons noticed and commented on the changes in behavior.
- Wright was pleased about children’s materials being fine-free, as well as the National Library Week’s fine-forgiveness program and the expansion of opportunities in the Collaboratory, such as the upcoming addition of a new cutter.
- Mokler enjoyed the fine-forgiveness program, as well and commented on the addition of the video game screens in the teen area.
- Nguyen was proud of being a part of the hiring process for the Innovate Manager, as well as the strategic plan, library events and how fast the holds system works.
- Araujo was proud that library staff were able to attend the international book fair (FIL) in Guadalajara, which supports the expansion of the Spanish collection, as well as international storytimes.
- Palmer appreciates the deep knowledge and expertise of library staff, as well as the input that community members are able to give in the direction of the library. Palmer also enjoyed the Hillsboro Reads project and is glad that Bag & Baggage was able to partner with the library in that project.
- Mayor Callaway enjoyed Hillsboro Reads, as well as the availability of the library as a facility which brings people in.
- Brooks said that one of the many reasons she chose to accept her position as Assistant City Manager was the tour of the library which was conducted during her interview process.

B. Advisory Board roles and responsibilities, part 2

A summary of the discussion at the November Board meeting was given out. Bruner summarized the Board’s role, based on input from Michael Brown (former City Manager) and Board members, as an advisory board that is distinctly different from a non-profit board. The chain of command is distinct in that the board does not have a role in managing library operations or staff; the chain of command is through the City of Hillsboro. The Library Board has neither the legal or fiduciary responsibilities nor the authority or liability that comes with making such decisions.

The Board’s key role in terms of the budget is to provide strategic direction and advice in forming the budget, and in building advocacy relationships with the city council on behalf of the library and the library’s budget. Other keys roles include being an ambassador, building support, goodwill, enthusiasm, and connecting people to the library and to the community at large; being a champion for library values; staying informed about library trends and practices; providing feedback from the community and advocating for the library.

Bruner asked the Board for their feedback on the summary. Palmer felt that the summary was very clear and accurate. Swoboda felt comfortable with the items. Montebianco said that it was clear and reflective of November's discussion. Montebianco suggested adding something about the Board's role in the recruitment and selection of new Board members, and would like to discuss whether certain criteria should be added, such as levels of community engagement. Montebianco also felt that it might be appropriate for the Board chair to provide feedback to the library director's supervisor regarding the director's work with the Board. Wright felt that there should be an expectation of Board members to be informed about library happenings.

Wright also asked whether the Board is meant to have any role in recommending land or building purchases as had been done in the past. Mokler asked about the level of involvement the Board should have in its advisory capacity, and thinks the Board should be involved in major library decisions. Nguyen felt that the summary was good, but that Board members may need additional training in order to be fully capable of carrying out those responsibilities. Araujo felt that the summary was good, but should have something about Board members also seeking opportunities to raise awareness about equity issues within the library and in the community.

Bruner noted that Board members wanted to have some kind of language regarding the Board's roles regarding new members; something more proactive and systemic instead of having a new process each time there is a vacancy on the Board. The language is yet to be determined. Brooks summarized the current application process and cautioned the Board against making requirements for new candidates which could be considered exclusive. Mayor Callaway added the importance of having the lens in which new candidates are selected be in accordance with current City of Hillsboro values.

Bruner noted that Board members' ideas of "advise on major projects and service changes" varied greatly from person to person and pointed out the need to clarify the definitions of "advise" and "major." Bruner asked the Board to come to the next meeting prepared to discuss in specific detail what they mean and do not mean by "advise" and "major." Mayor Callaway supported this decision to define major, saying that while it is good to bring our passions and different perspectives, yet it is imperative to ensure that differences are not divisive. Callaway said that trust is the cornerstone for an advisory board, and pointed out the need to reach a point of agreement, even if the agreement is that we don't agree.

Bruner also noted that the Board mentioned in November the need to have a way to get past disagreements. Rules of engagement and comporment will be discussed in a future session.

C. Break; January advocacy calendar item

During a break, Montebianco gave out Advocacy 101 Resources which encouraged the board to keep contact information for their state representative, state senator, congressperson and US senators.

D. Discussion: Library Board Operating Procedures

This discussion was postponed due to the length of the discussion on Board roles and responsibilities.

E. Discussion: Board presentation to Council for National Library Week

Monteblanco asked the Board what they'd like to highlight about library work when they present to the City Council for National Library Week in April. Mokler would like to have something about the importance of libraries in the community and adding libraries in other areas to improve livability. Specific recommendations about the budget and operational talking points would also be good. Chase asked for an idea of how long the Board would like to speak. Monteblanco will outline something based on this feedback and try to propose a time.

F. Director's Report

Chase said that Bruner's discussion also provides support for the Board regarding Municipal Code changes, which are being reviewed and will be revised to more clearly denote the Library Board in its advisory capacity.

Chase said that there are now two vacancies on the Library Board and that terms will not start again until July 1. Chase suggested that the Board allow the Mayor to fill those vacancies with two of the three strong candidates from the Civic Leadership Academy who had applied during the previous opening. Chase would write up a recommendation to Mayor Callaway, and hopefully by the next opening, the Board will have had time to discuss a process for selecting future board applicants.

Amber Ames will have a public records meeting for City of Hillsboro boards and commissions at the April 18, 2019 Board meeting. All board and commission members will be welcome to attend, as well as Amber Ames and the City Attorney.

Anisha Datta is one of three Fellows in the City of Hillsboro who are focusing on areas of public policy. Datta will be researching and reviewing current equity lens tools which can be used to review policies and procedures. Datta intends to implement trends for decolonizing the collections, policies and services of the library.

Ostlund added that the Library is currently hiring for a Volunteer Services Coordinator to replace Molly Brandt.

VI. Information Items

Chase gave out a copy of the December and January library staff newsletters, as well as the December/January/February 2018/2019 Library Events Guide.

VII. Adjourn:

The Board thanked Palmer for his support during his time on the Board and wished him all the best in his future.

There being no further business to come before the Board, the meeting was adjourned at 7:40 pm.