



CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, March 28, 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, Gera Araujo, Daniel Nguyen, Linda Mokler, and Felicita Monteblanco via telephone; and Barbara Wright, Ex Officio

Staff: Stephanie Chase, Karen Muller and Anne Duyck

Visitors: Thomas Bruner, Katie Rhyne, Ahne Oosterhof, and Simone Brooks, Assistant City Manager

II. Additions to the Agenda

January's minutes need to be corrected to show that Barbara Wright was in attendance; also, Mokler requested that the sentence "Mokler enjoyed the fine-forgiveness program, as well and commented on the addition of the video game screens in the teen area" be changed from "commented on" to "voiced concern regarding." Nguyen moved to approve the consent agenda along with the corrections to the January minutes; the motion was seconded by Araujo and passed unanimously.

Monteblanco recalled a discussion on having a deadline for correcting past meeting minutes. Chase suggested this wait until the Board operating procedures are updated, since a change could possibly be included therein.

III. Consent Agenda

- A. January 17, 2019 minutes
- B. WCCLS circulation statistics report for January 2019
- C. WCCLS circulation statistics report for February 2019
- D. HPL statistics report for January 2019
- E. HPL statistics report for February 2019
- F. Infographic: Top Five for January 2019
- G. Infographic: Holds Data
- H. Director's Report

V. Discussion/Action Items:

- A. Library Foundation of Hillsboro alcohol service request

Nguyen shared an invitation to the Library Foundation of Hillsboro's 30th anniversary author dinner fundraiser. On May 18, the fundraiser will be held at the Brookwood Library with Phillip Margolin as the guest speaker. A social hour will precede the event in which alcohol will be served; the Foundation has already secured the necessary permits and insurance, but needs the permission of the Library Board to serve alcohol on the premises.

Wright suggested that the Board give permanent approval for Foundation events to serve alcohol in the future. Mokler suggested deferring this authority to the Library Director. Chase will check with the City of Hillsboro's Risk department to see whether either suggestion is feasible. Swoboda suggested leaving the policy as-is, which decides on a case-by-case basis. It was expressed that a regular report from the Library Foundation would be welcome information.

Mokler moved to approve the request at the May 18 dinner; the motion was seconded by Araujo and passed unanimously.

B. Discussion: Advisory Board roles and responsibilities, part 2

Bruner walked the Board through the proposed changes in the Municipal Code pertaining to the Library Board in Subchapter 2.36 PUBLIC LIBRARY. Sections *.020 Purpose* and *.030 Terms and Vacancies* were significantly changed to be more brief and succinct, to align the Library Board terms with other City boards and commissions, and to remove confusing or contradictory language. A schematic showing the existing language alongside the recommended language was given along with reasons for the recommended changes.

Mokler noted that all the language regarding serving on a selection committee for the Library Director was removed and said that it would be beneficial to have Board members serve on the selection of new executive directors throughout the City. Brooks said that while it is standard practice to involve the boards and commissions in the City in these processes, language like this would fall under Human Resources policy, rather than under the Municipal Code. Brooks also pointed out that no other commission or board has that language present and that the City is trying to make the language consistent. Chase confirmed that clear direction had been given from Michael Brown, former City Manager, on the kind of language to be codified in the Municipal Code as opposed to policies, procedures, and practice. Mokler said she is ok with the removal of language pertaining to the selection of the Library Director, though she doesn't see it as being language that is inappropriate for the Municipal Code.

The language about approving an annual budget has been replaced with "...promote advocacy for library funding, facilities and services." This is to reflect that the Library Board doesn't have the authority to approve City budgets, as explained in a detailed email from Suzanne Linneen, the City's Finance Director.

Mokler agreed that actual approval on the budget isn't appropriate, but would like to review the library's proposed budget in order to be able to recommend approval to the City Council in a formal way such as a letter from the Board as a whole. Mokler considers this to be strong advocacy for the library budget. Araujo agreed that it would be strong advocacy, but would prefer it not be made a requirement that the Board reviews the budget, and rather that this role was filled as needed at the discretion and direction of library staff. Nguyen felt that the Board was already doing this, since the Board exists to review library information and to provide feedback. Monteblanco brought up the difficulty in reviewing the budget before it is proposed to City Council since the turnaround time for budget preparation and presentation is so short. Monteblanco

said that she wouldn't want an in-depth review of the budget, but rather a broad summary of it, saying that it's not the Board's role to pick apart a budget but rather to focus on more high-level priorities. Swoboda said that it's always been a duty of the Board to keep a finger on the pulse of the budget and to ensure that priorities are being addressed in the budget.

Bruner summarized the Board's comments to say that the Board would like to see a summary of the proposed budget which includes the ways it reflects the priorities and strategic plan goals the Board has set and is working on, so as to be able to advocate for the budget. Wright noted that the Board used to prioritize a "wish list" since not all budget requests get approved. Chase said that the budget process has changed; requests are no longer ranked in the same way anymore, and there is very little room to move in the budget in any year. Swoboda recalled a few years ago when the City did not allow the library to add to its budget the full expansion of resource as a result of the success of the WCCLS levy. Swoboda said that the Board should be able to track problems and stick up for the library during issues like this, and to create an awareness for people who don't understand the subtleties of the budget. Brooks said that awareness is being promoted in the proposed language.

More language that is removed in the proposal is that the Board "Select sites for library facilities for approval by the council." Montebianco said it made sense to remove this. Mokler acknowledged that the Board doesn't have a final say in the purchase of property, but noted that there is value in having citizens discuss the pros and cons of potential sites, and for the Board to advocate for certain property. Brooks said that it would be unusual not to bring in the library and board for something like that. Nguyen concurred with Mokler that there is value in giving input but doesn't think it needs to be in the Municipal Code.

Mokler said it was important to codify these items elsewhere if they were removed from the Municipal Code, since norms are easily broken unless they are written down and passed on to future Boards. Brooks felt that the new language reflects the desire to have more input from Board and the community, as well as the City's guiding principles and priorities which they are accountable for, such as open and transparent engagement with the public. Swoboda said he would like the Board to be made aware so it can have a voice on items of importance. Chase noted that everyone has the right to be heard during the public comment period at City Council meetings.

Mokler asked who put together the drafted Municipal Code language. Chase said that library and executive City staff were responsible. Chase had taken the input from the Board on their roles and responsibilities and made sure to include the Board's language wherever it was possible.

Mokler recommended adding back something like "the library board reviews the budget" to the Municipal Code. Chase said that the word "review" should be defined if it goes into the Municipal Code. Mokler agreed that it could be left out of the Municipal Code if it could be added elsewhere, such as the Board's operating procedures.

Brooks will take the proposed changes to the City Manager and then onto the City Council for approval. Approval requires two public readings to be done along with ample time and opportunity for public comments.

(A ten minute break was taken here.)

Bruner gave out a draft called *Advisory Board: Rules for Engagement* which had 13 rules. Mokler noted that better representation of minority viewpoints was important to have in the minutes, as well as a clearer focus on when decisions are made. Swoboda clarified that minutes are not meant to capture every comment, but rather the general highlights. Bruner said that minutes should be kept high level, but that outlier opinions should certainly be noted. Regarding better clarity about decisions being made, Bruner said that a motion is not always required, but after the Chair solicits the opinions of Board members, a summary of what the Board agrees on should be made.

Bruner asked the Board to take the time to think over the draft. At the next meeting, the draft would be revisited and edited as needed. The next meeting will also address the current Board operating bylaws.

C. Advocacy Report

Monteblanco said that an email follow-up to public officials inviting them to attend a Library Board meeting would be appropriate. The State of the County on April 17 will have many public officials in attendance and will be a good opportunity to advocate for attending a meeting.

Monteblanco said that the Board will be giving a presentation to the City Council for National Library Week. The meeting is scheduled for Tuesday, April 2 and the presentation is near the beginning of the agenda, after which the Mayor will read a proclamation about National Library Week. Chase gave the Board a copy of the proclamation.

Monteblanco said that Census 2020 will be done entirely online next year. Chase said that libraries are paying close attention to this since staff anticipate many questions about the Census and requests for help to complete it. Monteblanco said that the leaders of this endeavor are talking about how critical libraries are to this work due to the trust patrons have in libraries, the staff who are able to help, and the ability for the public to get online.

D. Community Feedback

Swoboda said that time will be set aside on the agenda to give the community the opportunity to give the library and Board members feedback, as well as a place for the Board to share what they've heard since the last Board meeting. It will also be a call for feedback on certain topics. The Board will set guidelines for setting topics and soliciting targeted feedback at the April meeting, then implement them at the May meeting, where it will be moved to the front of the agenda.

E. Funding Issues

Chase said that the directive Library staff received from the City was to put forth a budget with as few additional requests as possible. Chase tried to emphasize that the flexible part of the budget is small and that the library hasn't been able to add any full time positions in a decade. Based on strategic direction from the Board, the Library requested the reclassification of a full-time position for Library Outreach. The Library continues to advocate for benefits for part time staff. The small amount of increases in the budget are targeted for increases in contractual services which arise every year. There are also requests for funds to expand the library's alternative service delivery models, including adding a footprint in east Hillsboro. Alternative service model ideas include rethinking or replacing the Book-O-Mat at the Civic Center; expanding

access to buildings we already have, such as adding unstaffed hours; adding something to east Hillsboro like Idaho's shipping container library; expanding the coffee court into more of a food court; making the Friends store more sustainable; or helping with traffic issues in the entry hallway at Brookwood.

The Friends continue to support events and the Best Sellers collection. The Foundation also continues to donate funds; their support is mainly focused on Hillsboro Reads.

On behalf of the Board, Bruner suggested, in the future, a bullet point list of the proposed budget items and how they reflect strategic direction from the Board be produced.

F. Director's Report

Chase highlighted the changes the Board will see on future agendas, which are the result of direction from the Roles and Responsibilities the Board shared. The Director's Report will focus on projects and measurements of success that meet the strategic plan goals. Chase said that only a small amount of library data is required to be reported to the state. The Library is trying to move away from collecting data not required by the state or asked for in the strategic plan, so statistics will look different in the future. Statistics will reflect the 2018-2021 measurements of success.

Mokler requested that the Board receive circulation and patron counts for the previous year, and felt that these statistics show the big picture and dives into the heart of what the library is doing. Chase disagreed, feeling that these numbers show trends over large amounts of time, but annually or monthly are not useful to staff since they do not include the reasons why numbers are up or down. For example, January 2016's patron counts were low, but that was because of heavy snowfall that month which necessitated several days of library closures.

Chase asked the Board for a clear idea of which statistics they want to see. Montebianco said that increases in circulation are not a strategic plan goal and doesn't feel they are necessary; Araujo agreed. Mokler, Nguyen, Swoboda and Wright like to see statistics in varying forms. In the interest of time, the discussion was tabled and will be resumed at a future meeting.

VI. Information Items

Chase gave out a copy of the *Create Hillsboro Arts & Culture* plan.

VII. Adjourn:

There being no further business to come before the Board, the meeting was adjourned at 8:08 pm.