



CITY OF HILLSBORO LIBRARY BOARD MINUTES

Thursday, April 18, 2019

5:00 PM
Shute Park Library
Meeting room

Public Meeting
775 SE 10th Avenue
Hillsboro, Oregon 97123

I. Combined Boards & Commissions Training with City Recorder Amber Ames and City Attorney Chad Jacobs

Amber Ames, City Recorder, organized a training open to all City Boards and Commissions members. Robby Hammond, Interim City Manager, thanked the group for their participation on City Boards or Commissions then turned the training over to Chad Jacobs, City Attorney.

II. Training ends; extended break for dinner and to participate in the City Manager recruitment drop-in session

III. Call to Order:

Present: Board Members Steve Swoboda, Gera Araujo, Daniel Nguyen, Linda Mokler, Felicita Monteblanco; and Barbara Wright, *Ex Officio*

Staff: Stephanie Chase, Karen Muller, and Cheryl Gill; Simone Brooks, Assistant City Manager

Visitors: Thomas Bruner

IV. Additions to the Agenda

Brooks gave feedback on the Library Board presentation to the City Council for National Library Week on Tuesday, April 2 where Mayor Calloway read a proclamation about National Library Week. Brooks thanked Board members for their participation and passed along that the Council appreciated the Library Board presentation.

Regarding the presentation to Council, Mokler questioned whether there should be a correction sent to Council regarding the percentage of increase in patron visits. A discussion took place around whether sending a correction was necessary and the source of the statistics, which was confirmed as the statistics sent to the Oregon State Library as part of the required annual statistics collection process and which were reported to the Board at their August 2018 meeting. Chase agreed to review the statistics in question and bring any updated statistics to the May Board meeting.

V. Consent Agenda

- A. March 28, 2019 minutes
- B. January 17, 2019 minutes, updated
- C. WCCLS circulation statistics report for March 2019
- D. HPL statistics report for March 2019
- E. Infographic: Hillsboro Reads The Bard
- F. Director's Report

Discussion was held around several points in the Director's Report: the swap of the quiet reading room and Collaboratory at Brookwood; how funding requests are made to the Friends of the Library and what, if any, role the Board has in shaping those requests beyond the strategic plan; and the advocacy role of the Board. The Board had significant discussion around the role of the Board in operations and strategy, which was agreed would continue into the next portion of the agenda with consultant Thomas Bruner. Swoboda stated this kind of discussion should happen only if an item is pulled from the consent agenda and talked about as a separate new business item.

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

VI. Discussion/Action Items:

- A.** Advisory Board operating procedures

Board members, under the guidance of Thomas Bruner, revisited all of the language in the Rules of Engagement and the Board Operating Procedures; in addition, the Board agreed to fold in the pertinent elements of the Bylaws into the Operating Procedures. Bruner will bring to the May meeting new versions of both documents, incorporating the changes.

Bruner requested feedback on the Board Member Responsibilities paragraph:

Our Library Board members are key advocates for the library and library services in our community. As described by the Oregon State Library, a board member "ought to possess a strong interest in both the community served by the library and in the library itself... a willingness to actively take part in the planning and policy-setting activities of the board, an awareness of the division of labor between the board and the library director... the courage to support the principles of intellectual freedom... be willing to be a "community expert," and should not expect to be a "library expert."

Bruner states this paragraph describes the Board's key work as ambassadors, relating feedback from the community, advocating for the library, taking part in policy setting. Does this align with everyone's thinking? Does it align with the Municipal code? If not, how should it be changed?

An in depth discussion took place and the final consensus was as follows:

Our Library Board members are key advocates **and advise Council on major library initiatives**. As described by the Oregon State Library, a board member “ought to possess a strong interest in both the community served by the library and in the library itself... a willingness to actively take part in the planning and policy-setting activities of the board, an awareness of the division of labor between the board and the library director... the courage to support the principles of intellectual freedom... be willing to be a “community expert,” and should not expect to be a “library expert.”

THE MEETINGS

- Attend monthly Library Board meetings

Mokler asked if Board meetings will be 8 times a year for 3 hours. Monteblanco stated she did not think it should be so specific; Bruner recommended that the Board should not lock themselves into a permanent schedule.

After discussion, Board members agreed on the following points:

- Come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background material
- Discuss openly and weigh carefully matters which may come before the Board expressing and exploring diverse viewpoints.
- Spend time and energy receiving orientation and ongoing training to become educated regarding the library’s purpose, history, problems, and needs.
- Respect the confidential nature of library business.

Edited to:

- Respect the confidential materials reviewed by the Library Board.

Bruner: Confidential materials will be marked as such

- Fulfill state and city legal requirements such as reviewing bills and conducting business according to statutes and ordinances.
- Serve on Board committees and participate in ongoing board activities.

Bruner: Board members should participate in ongoing Board activities; it was agreed that the Board did not have, and see the need for, committees.

- On an annual basis, the Board will set action items for their own activities tied to the current Strategic Plan.

Nguyen: add follow Rules for Engagement

The Library

Consider yourself a trustee of the library and do your best to ensure that the library is well maintained, financially secure, growing, and always operating on the best interests of constituents.

Edited to:

- Consider yourself a trustee of the library and do your best to ensure that the library is well maintained, financially secure, **thriving**, and always operating on the best interests of constituents.

Support the staff in carrying out library operations and services.

Edited to:

- Recommend Library Administrative rules and policies for City Council adoption.

Determine and adopt written procedures to govern the operation and services of the library.

Final: STRIKE

Take an active role in developing plans for the library's future, helping to set short-term and long-term goals.

Final: No change

Assist staff in setting budget priorities and communicating budget needs to the City Manager

Edited to:

- Through the strategic planning process the board advises on library priorities and direction.

Support staff in carrying out library operations and services

Final: Recommend Library Administrative rules and policies for Council adoption

Take an active role in developing plans for the library's future, helping to set short-term and long-term goals.

Final: No change

Assist staff in setting budget priorities and communicating budget needs to the City Manager.

Final:

- Through the strategic planning process the Library Board advises on library priorities and direction.

The Community

The Board as a whole discussed this section and agreed upon the following additions/deletions:

- ~~Represent the library and~~ act as an advocate for the library in the community.
- Understand and support the basic tenets of the public library service including the American Library Association's Library Bill of Rights and Freedom to Read Statement. **OK**
- Be knowledgeable about library services and procedures and keep abreast of national and state library standards and trends **and Administrative rules.**
- Act as liaison ~~understanding and interpreting the needs of the public to~~ between the library and ~~the action of the library to~~ the public.
- ~~Establish, support, and~~ Participate in a public relations program in coordination with staff efforts.
- Respect and support the majority decisions of the Library Board. **OK**

- The chair, or his or her designee, will act as spokesperson for the Library Board. **OK**

Chase suggested adding a line regarding Board expectations around supporting the levy, and/or fundraising.

Bruner revisited the draft for the *Advisory Board: Rules for Engagement*. Bruner asked for any changes or revisions. Once it is final it will become part of or an addendum to the *Library Board Operating Procedures*.

Bruner began with the last two bullets:

- Hold meetings eight times per year.
 - Start and end on time.
 - Come prepared and keep commitments.
 - Try to attend all Board meetings, but do not miss more than two meetings per year.
- Respond to emails or voice mails within 48 hours. State explicitly when a response is needed.

Bruner stated these are operating policies, should they be taken off of this document and included in the *Library Board Operating Procedures*? They are consistent around behavior, how we treat each other.

Monteblanco wondered if the last bullet point was new. Bruner confirmed that it was not new but could be included in the *Library Board Operating Procedures*.

Araujo asked if the first bullet point could be broken into two sentences:

- Assume good will and intent.

Final:

- Have goodwill and intent. Assume others do as well.

Brooks added that the use of the word confidential should be clarified here:

- Keep Board meeting discussions confidential, sharing generalities, but not particulars or individual's opinions.

Monteblanco suggested 'protect confidentiality'.

Mokler added that it must be clarified when you are stating a personal opinion, that it is not the opinion of the Board.

Bruner stressed that there is a level of trust that is needed and the Board must act as a united body.

Bruner stated best practice when a decision is made is that all will honor that decision so not to undercut it by referencing 'the Board decided'.

Araujo noted that confidentiality can be misinterpreted. Outside of Board meetings generalities should be shared, not particulars.

Swoboda recommended keeping the spirit of the decision, no need to talk about how the decision was arrived at.

Bruner reminded Board members they are all free agents and best practice when discussing with the public, is to remember the decision was made in the spirit of creating and maintaining trust. Don't give personal opinions on whether you think decisions made were right or wrong.

Bruner added it's easy to get along when everyone is in agreement. When not in agreement, try not to say it's wrong. Sarcasm is toxic. Be mindful of your tone. Content and tone should be dignified and respectful. Bruner will bring back final with revisions and decisions.

B. Advocacy Report

Monteblanco encouraged Board members to engage in Civic events and to ask candidates how they can support the Library.

VII. Information Items

VIII. Adjourn:

There being no further business to come before the Board, the meeting was adjourned at 8:12 pm.