



CITY OF HILLSBORO LIBRARY BOARD MINUTES
Thursday, May 23, 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, Daniel Nguyen, Felicita Monteblanco and Gera Araujo via telephone

Staff: Stephanie Chase and Anne Duyck; Simone Brooks, Assistant City Manager

Visitors: Thomas Bruner

II. Additions to the Agenda

None presented.

III. Consent Agenda

- A. April 18, 2019 minutes
- B. WCCLS circulation statistics report for April 2019
- C. HPL statistics report for April 2019
- D. Director's Report

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

V. Discussion/Action Items:

- A. Discussion: Library Board Operating Procedures

The Board reviewed the Advisory Board Operating Procedures as drafted on pages 12-13 of the Board packet. Monteblanco recalled that the Board altered the stipulation for when Board meetings were to be held to indicate instead the number of meetings that are to be held each year. After a brief discussion, it was determined that Chase would move the first section under *Board meetings, procedures* and insert them as bullet points under *The Meetings*.

Monteblanco moved to adopt the Library Board Operating Procedures as amended; the motion was seconded by Nguyen and passed unanimously.

The Library Board Operating Procedures will be given to candidates who express interest in joining the Board, as well as to new members at their mandatory orientation. They will be reviewed at the first two meetings or so after new members have joined. Bruner advised that the Operating Procedures would only be as good as the Board members who uphold and enforce them, which is the responsibility of each member of the Board.

New Board members will need to be recruited to fill four vacancies. In the past, library staff members have taken the lead in recruiting, but the Board will be more involved in the process going forward. Chase asked the Board to join her in giving candidates an informational interview, preferably before submitting their applications whenever possible. The City of Hillsboro Recorder's Office helps with advertising and with managing applications. The Board agreed to further discuss the developed process for recruiting and engaging with potential Board members at an upcoming meeting.

New members will be selected based on qualities or priorities that are decided by the Board beforehand. Library staff will then take the Board's recommendations to the City Council for nominations.

Priorities the Board feels there is a particular need for in filling the upcoming vacancies include 1) having two positions from applicants who live in unincorporated Washington County; 2) some dimension of diversity in how they engage with the library; 3) people of color to more accurately reflect the demographics of the community; 4) board experience; 5) influence and connectivity with the community; and 6) youth, or a better reflection of the average age of community members. It was agreed we should move forward the two candidates on file who meet multiple priority points; Chase will draft the memo for the Mayor, with the goal to have the new members appointed in June and in attendance at the July Board meeting.

Chase will email the priorities to the Board.

B. Advocacy Report

Monteblanco drafted congratulatory letters for the Board to sign for the newly appointed school representatives. May's and June's suggestions for advocacy include attending local town hall meetings, but there are few happening just now. Monteblanco will find out dates for upcoming town hall meetings and get back to everyone.

Chase announced that the Fall Hillsboro Reads choice is "Bored and Brilliant." Chase gave a copy to Brooks and to the Board Members in attendance.

Monteblanco encouraged the Board to attend at least one library event this summer. Chase will send event guides out to help the Board prioritize events to attend, such as Celebrate Hillsboro.

Nguyen reported that the Foundation's author dinner was last Saturday and went well. Chase said that the Friends had just finished their most successful sale ever, raising \$70,000.

C. Community Feedback

After a brief discussion, the Board decided to set the topic for July's meeting on the Census 2020. The Board will solicit community feedback about the upcoming census, asking the community what they know about it and what role they think the library could fill regarding it. Chase will look into having the library give a presentation about the census.

D. Funding Issues

The Board packet included **Notes on the FY20 Budget** which shows the budget that will go to the City Council for approval. If this budget is approved, the library will receive a larger portion of its funding from the City rather than from the County; roughly 53% from the City and 47% from the County. There was very little flexibility in the budget this year.

If the Friends are willing to donate \$115,000 for the expansion of the coffee court, a new RFP with a priority for more food options will go out for that space. Contingent upon that donation, the library could also add a second exterior AMH induction for the return of library items. This year, the library is asking nearly \$50,000 more from the Friends than usual.

The funds donated from the Foundation come from the interest off the endowment. Most of this donation will be spent on the Hillsboro Reads program.

While the Discretionary Fund can roll over from year to year and carry over, it's not intended to be built up this way. The library plans to spend down the fund by adding furniture and completing the remodel of the children's room, and by switching the Quiet Reading Room with the Collaboratory. Shute Park's Collaboratory will have a soft opening in June.

E. Director's Report

Chase said that the last page of the director's report was regarding the annual visit data. The formula compiling the data had an error, so page 22 shows the corrected numbers.

F. New Business

Montebianco would like to have a future discussion on what it means to be a librarian today, perhaps at a Board retreat. The role a librarian plays in the community continues to change as the library's mission and core values change.

Nguyen announced his retirement from the Board, and that this is his last official meeting. The Board thanked Nguyen for his service.

VI. Information Items and Announcements

Chase gave out a copy of the May/June City Views newsletter.

VII. Adjourn:

There being no further business to come before the Board, the meeting was adjourned at 7:30 pm.