



## CITY OF HILLSBORO LIBRARY BOARD MINUTES

Thursday, November 15, 2018

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 and Felicita Monteblanco

**Staff:** Stephanie Chase, Karen Muller, Hillary Ostlund, Ken Christian, Cheryl Gill and Anne Duyck

**Visitors:** Michael Brown, City Manager; Robby Hammond and Simone Brooks, Assistant City Managers; Thomas Bruner

### **II. Welcome to Michael Brown, City Manager, and Robby Hammond and Simone Brooks, Assistant City Managers**

Brown introduced Simone Brooks as the new Assistant City Manager, who will be focusing on Community and Organizational Connectivity and Engagement. Brooks will lead the Library, Parks & Recreation, Communications, and Human Resources departments.

Brown shared that the Hillsboro City Council is actively looking for their advisory boards to be advocates to the community of the bodies they represent. Brown noted that there is some confusion over the roles of members of an advisory board due to discrepancies between the Municipal Code and the City Charter. Because the City Charter is voted on, it trumps other documents in practice. The City Manager is responsible for certain things, such as recommending the budget to the City Council for adoption; however, the Municipal Code is written to in a way that makes that appear to be the role of advisory boards. The Library Board, for example, doesn't actually recommend the budget to the City Council nor is it able to, being the responsibility of the City Manager.

Because the roles laid out in the City Charter and in the Municipal Code are inconsistent both in writing and in practice, Brown intends to make recommendations to the City Council to have it changed. Input from the Library Board on how they see their roles would be valued and appreciated. Hammond added that other Boards and Commissions in the City are undergoing a similar process, and while the majority of the role will remain the same, the updates simply provide more clarity.

Brown said that the role that is most important is the role of advocacy. The combination of great advocacy and staff make wonderful things happen, such as the transition of the library into a community center full of life. Brown offered to be available for additional dialogue with any Board member who has further questions or would like more clarification.

Chase noted that Brown would be leaving the City of Hillsboro soon and thanked him for his support for the library during his service to the City.

**III. Additions to the Agenda:**

None.

**IV. Consent Agenda**

- A. July 19, 2018 minutes, corrected
- B. September 20, 2018 minutes
- C. WCCLS circulation statistics report for September 2018
- D. WCCLS circulation statistics report for October 2018
- E. HPL statistics report for September 2018
- F. HPL statistics report for October 2018
- G. Infographic: Celebrating Library Card Sign Up Month
- H. 2018-2019 YTD Expenditure Reports
- I. Director's Report

Nguyen asked whether the schedule for future meetings was finalized. Chase said that the schedule of 8 meetings per year, from 5-8 pm, is current. The next meetings will be in 2019 on January 17, February 21, March 28, April 18 and May 23.

Palmer announced that he is leaving in February and plans to resign from the Library Board after the January meeting.

Palmer moved to approve the consent agenda along with the corrected July minutes and the September minutes; the motion was seconded by Nguyen and passed unanimously.

**V. Discussion/Action Items:**

- A. Advisory Board roles and responsibilities, part 1

Bruner complimented the Board on doing so well despite the confusions caused by the discrepancies of the City Charter and the Municipal Code. Bruner asked the Board and staff to share how they felt working with unclear roles. Sentiments included that the Board makes good progress; the Board is strong with unique perspectives from its members; sometimes the meetings felt inefficient; sometimes frustrating; looking forward to clarity and constructive conflict; to become more about sharing information instead of convincing each other about the

mission; sometimes feeling dispirited; and the feeling that hot topics discussed here show the need for having ways of agreeing to disagree.

Bruner acknowledged the difficulties that had been posed. Since the Municipal Code will be updated, this is the Board's opportunity to craft that language and be part of the conversation. While the changes to the Municipal Code will not be made by the Board, yet that input can affect the changes that will be made.

Bruner broke out the roles into three parts: language, operation, and rules of comportment. Language is the actual verbiage that will be laid out in the Municipal Code. Operation will be how that translates into the Board's work, and rules of comportment will be the rules by which the Board will work together and by which the Board can agree to disagree.

Bruner guided the Board into expressing the language they envision their roles to encompass. The language should be understood and interpreted similarly by each Board member, and should be operational but relatively broad. Throughout the discussion, popular language included:

- strategic direction/input/counsel/advice/perspective to the library director on the budget
- advocating for community needs; advocate for library services; advocate for the library; advocate for library users
- provide feedback about services, need, opportunities
- stay informed about library trends and practices
- champion unfettered access to information (intellectual freedom)
- ambassadors build/support goodwill/enthusiasm/connects
- put into practice what the library values
- community-based
- social capital

Chase reiterated that she would like to see the Board continue to play role in strategic planning, and that while the Board will not have a final say in the budget process, they can still play a budgetary role by advocating to the City Council. Montebianco added that advocacy is happening organically, as is evidenced by the Board's advocacy calendar.

**B. Break; sign notecards to our elected officials**

During a short break, Board members signed notecards inviting elected officials to join them at future Board meetings.

**C. Advisory roles and responsibilities, part 2**

Part 2 will continue at the January meeting, when Bruner will guide the Board in the discussion over operation and the rules of comportment.

**D. Discussion: Strategic plan measurement of success**

Chase handed out Proposed Measurements of Success, which was composed from the input given by Library Board members on the goals that were assigned to them in September's meeting. Library staff had the opportunity to prioritize and vote on the measures that were assigned to staff. While no vote is required of the Board, this final piece of input will help prioritize the measurements for the strategic plan. The work plan will be updated to reflect the additional measurements approved by the Board, and Communications will work on developing a promotional packet of the mission, vision, values, strategies, goals, and measurements.

**E. Discussion: Library Board Operating Procedures**

This discussion was postponed until after the completion of discussion of advisory roles and responsibilities with Bruner in January.

**F. Director's Report**

Chase reminded the Board that they are welcome to join library staff on upcoming visits to other libraries, including December 10's trip to Boise to see the shipping container library.

Chase is working on a project with the Director of Economic Development and intends to propose having a pop-up library in the Tanasbourne area.

The carpet is being replaced on the first floor of the Brookwood Library without requiring any closures. A gaming system has also been installed in the Teen area, which includes four 65" television screens, sound bars, and Xbox One Xs. The redesign in the children's room has begun, as well. Chase gave the Library Board a report detailing the plan for the area. Parts of the work is already started, such as creating more space and adding new furniture. It is expected to be completed in January.

Chase gave notes from the WCCLS Multi-Cultural Seminar. The next seminar is May 1, 2019 at the Brookwood Library. The seminar was recorded; Ostlund will share the seminar with Board members.

"Ask Me" buttons are now available in Spanish: "Pregúnteme"

**V. Information Items**

Chase gave out a copy of the November library staff newsletter, as well as the September/October and the November/December 2018 City Views.

**VI. Adjourn:**

There being no further business to come before the Board, the meeting was adjourned at 7:56 pm.