



**Banks Public Library Board Meeting
Tuesday, June 18, 2019
Banks Public Library – Jane Moore Community Room
42461 NW Market Street
Banks, OR 97106**

Meeting Minutes

CALL TO ORDER AT 6:36 PM AND DECLARATION OF QUORUM

In Attendance – Denise Holmes, Linda Lybecker, Lynda Goovaerts, and Ann Witkowski
Excused Absent: Elaine Goldman, Michael Nelson

APPEARANCE OF INTERESTED CITIZENS: None

CHANGES OR ADDITIONS TO THE AGENDA: No changes or additions

APPROVAL OF MINUTES

1. Minutes of the Library Board Meeting- May 21, 2019 – Ann Witkowski made a motion to approve, Lynda Goovaerts seconded. Minutes approved as written.

OLD BUSINESS

2. **Community Room Use Policy-** the Board reviewed edits discussed in the May meeting and some additional minor wording changes. Denise relayed a request from Jolynn to continue to include a 1st hour rate for Categories 2 & 3.

The following pricing was agreed to:

- **Category 2**
 - Single use: 1st hour- \$10; \$7/hour each additional hour
 - **Multiple use: 1st hour- \$10; \$5/hour each additional hour**
- **Category 3**
 - Single use: 1st hour- \$20; \$10/hour each additional hour
 - Multiple use: 1st hour- \$20; \$8/hour each additional hour

Linda Lybecker moved to accept changes in Policy as discussed and Lynda Goovaerts seconded. Denise will send “final” copy to Board and submit document to City Council for approval.

3. **Library Rules of Conduct Policy-** the Board reviewed the collective input from members. Summary of significant edits:
 - Add “General” in front of Rules of Conduct in page 1
 - Move “Use of restrooms for bathing...” from Conduct toward Persons or Property to Library Specific
 - Change “Serious Conduct toward Person(s) or Property” to “Illegal Conduct...”. Under same heading, 3rd sentence in first paragraph should read, “Any violation shall be immediately reported to law enforcement and the person will lose all library privileges for a period of up to three years.”
 - Denise to update information on weapons, concealed carry, etc.
 - Fix footer, add page numbers

The Board recommended that the General Rules of Conduct be posted, based upon those in the policy. Next steps: Denise to ask City Attorney to review document and provide guidance on Parking in Library specific section and definition of "Caregiver".

NEW BUSINESS

4. **Gift and Donation Policy**- Denise briefly reviewed the policy and requested approval for an immediate change to Article III, Donation of Goods, Item #4. The library staff would like to discontinue providing a detailed written receipt to the donor and go to a generic blank form as is precedent in many other businesses as well as the practice used by most libraries. Linda Lybecker moved to accept the change to eliminate the detailed receipt as of July 1, 2019 and Lynda Goovaerts seconded the motion. There are several other documents and forms relative to this policy that need to be reconciled and consolidated into one document. This will be an agenda topic for a future meeting.

REPORTS

5. **City Report** – recent meeting included:
 - **Work Session**- City planner discussed development code audit/update planned to start this summer; Also discussion of how to fund parks maintenance.
 - **Council Meeting**- Update from Family Justice Center; Banks' baseball team members recognized as State Baseball Champions; Approved budget for FY 19/20; 2nd reading and approval of zone change for multifamily housing on Banks Road; Approval of 2nd term for library board members Lynda Goovaerts and Ann Witkowski; Recommendation and approval of Mike Lyda to fill the City Council seat vacated by Teri Branstitre.
6. **Executive Board Report** – Consultant presented summary of results of different surveys and input meetings for WCCLS strategic plan.
7. **Directors Report** – Last story time held prior to summer recess; Two additional summer programs funded by Friends; \$1K received from Samuel Johnson Foundation for Camp Big Read.
8. **Friends Report** – Ticket sales underway for Raise a Glass Auction event July 13.

COMMITTEE ROUND TABLE DISCUSSION – no items

ADJOURN – meeting adjourned at 8:35 PM

Denise Holmes

Minutes submitted by Ann Witkowski and Denise Holmes

Next Library Board Meeting – Tuesday July 17, 6:30pm, Jane Moore Community Room