



**Banks Public Library Board Meeting  
Tuesday, February 18, 2020  
Banks Public Library – Jane Moore Community Room  
42461 NW Market Street  
Banks, OR 97106**

**AGENDA**

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**REGULAR LIBRARY BOARD MEETING @ 7:00 PM**

**CALL TO ORDER & DECLARATION OF A QUORUM**

**ROLL CALL AND INTRODUCTIONS**

**APPEARANCE OF INTERESTED CITIZENS:** *This time is provided for anyone in the audience to comment on any items of concern, except those items appearing on the agenda or items that refer to land use. The Library Board may defer any request for consideration at a later meeting. Please limit comments to 3 minutes, and in the interest of time comments may be further limited at the discretion of the Chair.*

**CHANGES OR ADDITIONS TO THE AGENDA**

**APPROVAL OF MINUTES**

1. Minutes of the Library Board Meeting – January 21, 2020

**OLD BUSINESS**

2. Exhibit and Display Policy Review
3. Budget Update
4. WCCLS and Library Update

**NEW BUSINESS**

**REPORTS**

5. City Report
6. Executive Board Report
7. Directors Report
8. Friends Report

**COMMITTEE ROUND TABLE DISCUSSION**

**ADJOURN**

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**Next Library Board Meeting – March 17, 2020, Jane Moore Community Room**

1. Future Agenda Items: Continued Review of Library Policies



**Banks Public Library Board Meeting  
Tuesday, January 21, 2020  
Banks Public Library – Jane Moore Community Room  
42461 NW Market Street  
Banks, OR 97106**

**Meeting Minutes**

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**CALL TO ORDER AT 7:12 PM AND DECLARATION OF QUORUM**

**In Attendance** – Denise Holmes, Linda Lybecker, Elaine Goldman, Michael Nelson, Bobbie Gregg, Lynda Goovaerts and Ann Witkowski

**Excused Absent:** None

**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- November 19, 2019 – Ann made a motion to approve, Bobbie seconded. Minutes approved as written.

**OLD BUSINESS-** None

**NEW BUSINESS**

2. **Exhibit and Display Policy Review-** Denise discussed the revised document and input from the City Attorney. Key items:
  - “Limited Forum”- per City Attorney, the Library is a limited public forum that is not available for all forms of expression and display, only those compatible and consistent with the Library’s purposes...; The Library Director has the authority to determine the appropriateness of exhibits and displays.
  - Page 3- top bullet, last sentence- change “one day after” to “the day after” for clarification if when items shall be removed after an event.
  - Liability- the document and application for exhibit both state that the City and Library are not liable for loss, theft, damage, etc.
  - Appendix B- Application document title should be revised to eliminate Display- this info not needed for a display
  - Agreement for Exhibition- still needs to be developed; Denise shared the agreement document from the Cornelius Library. Other pertinent info that should be included in agreement: # of linear sq. ft available and where items can be placed; art to remain exhibited until end of show even if sold; Library will not be involved in sales transactions; Draft agreement will be sent to Board for review prior to next meeting. Provide feedback to Denise only.
3. **Budget Update-** Denise reported on the budget status. Next FY budget due to Jolynn by March 1. Library will receive \$17K in Pool 2 funds later this month- some of the monies will be spent this year to balance shortfalls but hope to carry over a significant portion to next year. Denise hoping the Friends will continue to increase their support for programs and books.

4. **WCCLS and Library Update-** Denise reported on various activities underway; WCCLS staff is being restructured and Committees will start meeting again. Upcoming levy document almost ready for release- includes good background & funding info.

## REPORTS

5. **City Report** – Michael reported on several items from January 14<sup>th</sup> City Council meeting:
- Hotel/Motel Tax- City considering a tax for VRBO/Airbnb homes registered in the City
  - Analysis and recommendations by consultant of Emergency Preparedness exercise from late last year was received
  - 2020 Budget first meeting scheduled for April 25
  - Discussed plans to annex an 'island' section bordering on the west side of properties currently owned by individuals and businesses that was incorrectly left out of the City boundary many years ago.
  - 3 winners in 2019 Holiday lighting contest each received \$125
  - Incorporation proclamations read in recognition of 100<sup>th</sup> year
  - City working to renegotiate water transmission line loan from 20yrs to 30yrs due to higher costs of repairs than anticipated
  - Mark Gregg elected City Council President
  - City Planner has resigned to take another position- Scott Siegel will act as City Planner while he is looking for a replacement
6. **Executive Board Report** – Meeting held 11/20. Worked on strategic plan updates. Next meeting January 22 to review levy proposal.
7. **Directors Report** – Staff making a display of books they have read and recommend. Denise is working on long term succession planning.
8. **Friends Report** –Annual Friends meeting to be held Jan 25

**COMMITTEE ROUND TABLE DISCUSSION** – Linda went to the People for Libraries meeting; Denise and Linda have volunteered their personal time for levy work.

**ADJOURN** – meeting adjourned at 8:50 PM

Minutes submitted by Ann Witkowski and Denise Holmes

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**Next Library Board Meeting – Tuesday February 18, 7pm, Jane Moore Community Room**



## Banks Public Library

### Display and Exhibit Space Policy

#### Background

The Library is a center for information and recreation in the community. By collecting books, magazines and other materials and making them accessible to the public, it fulfills its role as a window to a larger world. By providing display and exhibit space, it fulfills its further role as a mirror of the community. The Library develops exhibits and displays on a regular basis to promote the use of its collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to make it easy to find information and to celebrate special occasions.

#### Policy

It is the policy of the Banks Public Library to provide display and exhibit areas consistent with its mission, programs and services. The Banks Library, its building, display areas, meeting rooms and property are a limited public forum that is not available for all forms of expression and display, but only those compatible and consistent with the Library's purposes and policies stated herein and in other Library policy documents.

Refer to Appendix A for related definitions and laws.

#### General Rules

- The Library Director has the initial and primary authority to determine the appropriateness of proposed uses of bulletin boards, exhibit areas, information tables and any other display areas in the Banks Public Library.
- The Library will make display and exhibit space available to individuals and groups engaged in educational, cultural, intellectual, charitable or recreational activities to provide information about community affairs, organizations, services and events that are likely to be of interest to the local residents, in accordance with this policy. Civic groups, service clubs, nonprofit organizations and governmental units are typical sponsors of display materials.
- Just as censorship must not be a principle of library materials selection, avoidance of controversy must not be a principle in selection of library exhibits. Library-originated exhibits will attempt to show both sides of controversial issues, whenever possible, just as materials would be selected for the library collection.

- Library exhibit space shall not be used for promotion of a profit-making enterprise. Exceptions for local businesses can be made on a case by case basis by the Library Director or their designee.

#### **Rules for Exhibits and Displays**

- Displays and exhibits are allowed only in areas designated by the Library.
- Permission to display materials must be obtained from the Library Director or their designated representative, in accordance with the requirements listed below.
- Library-related displays and exhibits take scheduling priority over requests by private sources (individuals or groups not employed by the Library or the City).
- The Library reserves the right to reject all or any part of a proposed or existing exhibit or display.
- The Library can limit the size, number or placement of items, the schedules of the exhibit or display and the frequency with which an individual or group is permitted to have an exhibit or display.

#### **Requirements for Posting / Distributing Items for Display**

- Handouts, flyers and posters related to an event are to be displayed no more than one month prior to the event, and shall be placed in the appropriate public forum location specified by Library staff. They shall be removed ~~one-the~~ day after the event.
- All items must identify the group or person responsible for distribution. A contact address or telephone number must be provided to Library staff.
- Items not related to events may remain posted or be distributed for a period not to exceed 60 days. Posters, flyers, pamphlets and catalogs can be discarded by the Library staff after 60 days unless prior arrangements are made with Library staff. Library staff can adjust the display period if the items are determined to be useful for a period longer or shorter than 60 days. The library will relocate, rearrange, and remove materials at the Director's sole discretion.
- The Library is not able to store materials. Any items brought before the allowed timeline must be redelivered within the display period.
- Active distribution, in which a person on site hands out materials, canvasses, solicits or petitions, is not allowed in the Library or on Library property.
- Items to be posted must not be in violation of any federal, state or local laws.
- Information flyers or brochures about a candidate or ballot measure may be made available for pickup during the month preceding an election. Library display space shall not be used

as advertising or advocacy space to promote or oppose political candidates or ballot measures.

### Requirements for Exhibits

- Requests by private sources to mount an exhibit must be submitted to the Library Director, using the application form (Appendix B).
- Exhibits shall not include defaming or obscene materials as defined by state and federal law.
- Exhibits shall not include material which could lead to a breach of peace, the display of which violates any federal, state or local laws, or which advocates the violation of said laws.
- The display or dissemination of personal information about any person, including graphic images, who has not expressly consented to that display/dissemination shall not be allowed.
- By signing the application and agreement forms, the requesting individual or organization agrees to comply with this policy and the requirements listed in the application\_forms, including acknowledgement that the Library, the City of Banks and their employees, volunteers and officials shall not be liable for loss, theft or damage to the materials exhibited, displayed or distributed.
- Requests shall be processed on a first-come/first-served basis, in accordance with the guidelines listed above.
- Factors considered in the approval process include:
  - Consistency with the Library's adopted mission statement, policies and purposes
  - Relevance to community needs and interests
  - Subject matter
  - Quality of presentation
  - Space requirements
  - Timeliness
- When an application for exhibit has been approved, the exhibitor will complete and sign the "Agreement for Exhibition" (Appendix C), which specifies the items to be exhibited and the conditions under which the exhibit will occur.
- Non-library exhibits shall be displayed for a minimum of 30 days and may remain for a period not to exceed 60 days. The Library reserves the right to cancel any exhibit if a Library event or program needs the area, and will give the exhibitor a two week notice of cancellation. The Library also reserves the right to adjust or extend the display period. Exhibitors must provide a two week notice of cancellation.

Commented [DH1]: Or 14 days? 21 days?

- The Library is not able to store materials. Any items brought before the allowed timeline must be redelivered within the display period. Items must be picked up within 24 hours after the close of a non-library exhibit unless prior arrangements have been made with the Library Director or their designated representative.
- Private individuals or groups providing exhibits must clearly identify the exhibitor.
- When exhibit space is provided to private sources, the exhibit space shall also contain a notice setting forth a disclaimer on all exhibit areas stating such areas are from private sources and are not sponsored or endorsed by either the Library or the City of Banks.
- Works of art on display can be offered for sale, with the exhibitor responsible for conducting the sale of any work directly with the buyer. The Library will provide the public names and contact information of the exhibitor on request. Artwork can be sold during the exhibition, but must remain displayed throughout the designated period. The library does not collect any commission from works sold.

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#### **Duties of the Library Director**

- It shall be the responsibility of the Library Director to administer, interpret and enforce this and all other Library policies.
- The Director shall encourage and allow the appropriate use of library exhibit space, including:
  - Overseeing creation of Library-originated exhibits
  - Actively seeking help from other organizations or individuals
  - Accepting offers of exhibits from organizations or individuals in accordance with this policy.
- The Library Director, or their designated representative, shall review and approve all materials or exhibit plans prior to their display.

#### **Appeals for Rejection of a Display and/or Exhibit; Requests for Removal of Materials from Display and/or Exhibit**

- Individuals or groups can appeal a decision to reject a display and/or exhibit. Individuals or groups can also request the removal of materials from a display and/or from the library's exhibit areas.
- Those wishing to appeal a rejection of a display or exhibit or request the removal of materials from a display or exhibit must use the following process:
  - The individual or group shall discuss the appeal or request informally with the Library Director. At the time of the discussion, the Library Director shall provide the requester a copy of this policy.

- If the outcome of this discussion is not satisfactory, the individual or group can make a formal written (and signed) statement to the Library Director explaining how the proposed exhibit or display is consistent with this and all other applicable Library policies. The Director shall respond with a written ruling within 30 days.
- If the resulting action is not satisfactory to the requester, the individual or group can make a written appeal of the Director's decision to the Library Advisory Board, which will consider the matter at its next regularly-scheduled meeting. At this meeting, the Library Board shall consider the appeal and determine if the proposed exhibit or display material complies with this and all other applicable Library policies. The Library Board's decision shall be final.

#### History

Original 08/08/1996

Revision 1 02/17/2015

Revision 2

Draft 02/18/2020

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## ***APPENDIX A*** **Definitions of Terms**

- Director – the duly appointed Library Director or that person's designee.
- Display – Items of an ephemeral nature, with limited timeframe of usefulness, such as handouts, flyers, posters, pamphlets and catalogs.
- Exhibit – Generally items or groups of items of a more permanent and valuable nature, intended by the owner to be loaned to the library for a designated period of time.



**APPENDIX B**  
**Banks Public Library**  
**Application for Use of the Exhibit ~~& Display~~**  
**Areas**

**Commented [DH2]:** It may be advisable to make the application and agreement separate documents from the policy so that if changes are needed, they don't have to go through the Council, only City Administration.

Name of Organization: \_\_\_\_\_

Website or other social media outlet \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Please describe the nature of your display or exhibit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the items you plan to display. Attach a photo of each item and include dimensions and weight of each piece: (You may attach additional lists of items as necessary.)






**APPENDIX C**  
**Banks Public Library**  
**Agreement for Exhibition**

This agreement is entered into this date: \_\_\_\_\_, by and between the City of Banks Public Library (hereinafter "City") and \_\_\_\_\_ (hereinafter "Exhibitor").

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The parties agree as follows:

Exhibition. City will exhibit the work at the Banks Public Library. The City is not responsible for any loss or damage to the work caused by fire, theft, or vandalism while it is under City's control, ~~but only to the extent that the City is negligent and such negligence is the sole cause of the loss or damage to the work.~~ Work must be able to withstand normal conditions of work display or hanging during the exhibit. The City is not responsible for any damage due to faulty construction, lack of stability, or excessive fragility of the work. The City reserves the right to approve all work included in the exhibit.

Commented [DH3]: Question for City Attorney: Should the City be responsible with regard to any conditions?

The City has the exclusive rights to exhibit the work during the term of this Agreement. This agreement is the entire agreement between the parties.

List Works to be Exhibited. Please list of works of art/collection items including titles of pieces, medium, value, price (if items are for sale).

	Title	Medium	Stated Value	Sale Price
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

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Promotion. The library is also willing to collaborate with the exhibitor to promote one event during their exhibition period, i.e., an opening night event. This event will be featured on the Banks Library calendar as well as displays within the library.

Sale of Work. Works of art on display may be offered for sale with the exhibitor responsible for conducting the sale of any work directly with the buyer. The Library will provide the public names and contact information of the exhibitor on request. Artwork can be sold during the exhibition, but must remain displayed throughout the designated period. The library does not collect any commission from works sold.

CITY OF BANKS:	ARTIST/EXHIBITOR:
By: _____	Signature: _____
Print Name: _____	Print Name: _____
Mailing Address: <u>42461 NW Market St</u>	Address: _____
_____	_____
_____	_____
_____	_____
_____	_____
Phone: <u>503-324-1382</u>	Phone: _____
_____	_____

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