

## Salem Public Library Advisory Board

### Salem Public Library

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### Salem Public Library Advisory Board

#### Board Members

Francine Boullosa  
Gretchen Coppedge  
Katherine Daniels (Vice Chairperson)  
Bill Distad  
Sarah Bishop  
Denise Duren  
Lois Stark (Chairperson)  
Callen Sterling  
Stephen Rosen

#### City Staff

Sarah Strahl, City Librarian  
Clarissa Maciel-Garibay, Staff Assistant

Next Meeting: Wed., Sept. 8, 2021

[www.cityofsalem.net](http://www.cityofsalem.net)

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### Meeting Agenda

Wednesday, August 11<sup>th</sup>, 2021

5:30 p.m. – 7:00 p.m. Virtual Meeting

The meeting will be available on

<https://www.youtube.com/channel/UCuw7eUMqW0fgwHhj8h1ECIQ>

1. Call to Order
2. Approval of Minutes
  - Wednesday, June 9<sup>th</sup>, 2021
3. Public Comment

(Public testimony may be provided in advance of the meeting by email. Email [spladmin@cityofsalem.net](mailto:spladmin@cityofsalem.net))
4. Information Items
  - Teen Advisory Board (TAB) update
  - Chair's report
  - City Librarian's report
  - Friends of SPL report
  - SPL Foundation report
5. Discussion Items
  - Strategic Plan Update (Lois)
  - DEI session-Steering committee report (Katherine)
  - Election/Succession Planning (Lois)
  - Library tours to other libraries (Lois)
6. Action Items
  - Teen Library donation (Lois)
  - Meeting and Study Room Use Policy (Sarah)
7. Miscellaneous Board Items
  -
8. Adjournment

# July and August City Librarian's Report

## Staff News

### *Hired!*

Please join us in welcoming three new Library Assistants who have joined the team over the summer--Katerin Vasquez, Bethany Schwartzkopf, and Kelsey Lamme. Currently we're working on recruiting a Senior Librarian who will have a focus on Outreach, particularly Outreach to Senior Citizens via the Operation Bookshelf Program.

Some staff schedules are being adjusted in preparation for reopening at the Main Library. The schedule changes are to better align all staff schedules with the hours that the Library will be open. Some staff who have only been working behind the scenes will start providing some customer service or desk backup. This will create much needed extra padding to service point scheduling, especially on weekends and evenings. Staff have also been working so diligently to get the Main Library ready for the public! This schedule alignment helps us prepare for the doors to open on September 1st.

## Library Spaces

### *Renovation Move Back*

Howard S. Wright has returned possession of the Main Library back to the City, but they are still onsite for some finishing touches to the building. For instance, the last of the furniture will be delivered and installed in mid-August. Information Technology subcontractors also continue to improve the technology available in the building.

Early in July, Library staff worked with Lile Movers to get furniture and collections out of storage. Since then, Library staff have carefully put the furniture and books in their new places. Staff showed how intrepid and creative they are when encountering obstacles in the moving process--like a temporarily inoperable elevator--and figured out new plans and rolled with the punches.

The Friends of Salem Public Library have been working on their store and storage spaces at Main. Salem Public Arts Commission and Salem Public Library Foundation have been in the building curating their two collections and where the pieces live to bring cohesive loveliness to the public art on display at Main.

Statesman-Journal did a tour and a story in June and recently came back to get photographs of the renewed space. The Salem Architects Institute of America group that awarded the building the People's Choice award did a tour in late July with 30 area Architects and designers. As we get closer to opening we'll create a tour video for the public to get a fuller sneak peek!

## Collections

### *Moving and Shelving*

Starting July 6th staff have split time between Broadway, West Salem, and the Main Library for service and collections work. Collections are, of course, the biggest part of the move back. Patrons can help with the moving of collections from Broadway back to Main by checking out items! Fine free check-in of materials will continue for at least a month or so. We'll finally have the capacity to start taking returns on a large-scale. We've also developed a plan with CCRLS to start getting the backlog of holds from other libraries and to get back to a more normal flow of materials to and from the cooperative members.

## Events

### *Summer Fun*

Jessica Marie and Dan Johnson represented Salem Public Library at the Northgate "Summer Fun" outreach kickoff event on July 9. They handed out sidewalk chalk STEAM kits and information about the library's Summer Reading Club, and issued library cards to children and their parents. Library staff members will also be attending the last Friday event, which takes place on August 27 in which they will provide another fun take-home activity along with information on back to School resources and the library's reopening plans for September and October.

Salem Public Library continued its very popular Take and Make program during the months of July and August. Activities included "The Power of Plants" STEAM activity kits from the Museum of Natural and Cultural History, and coffee filter Chromatography STEAM kits from CCRLS.

Youth Services put together a delivery of 75 Books4Kids literacy kits for the Picnic of Hope 2021 event on August 7. Kits were provided to children who have incarcerated parents or loved ones.

On June 23, the Library hosted a virtual event called "Explore Salem's Neighborhood History" with staff from the City of Salem's Historic Preservation Office. Over 50 people attended the live program, which was also recorded and can be found here: [https://www.youtube.com/watch?v=\\_ZY2b-4dBFU](https://www.youtube.com/watch?v=_ZY2b-4dBFU). Library staff look forward to more events with their knowledgeable colleagues!

Summer Reading Club on Beanstack continues through August 31, with more than 2,500 readers signed up and participating. Our activities are virtual this summer and many allow people to participate on their own timeline, like the Summer Fun for 2021 game on GooseChase that offered individuals and teams 10 fun summer challenges to do and take videos/pictures to post. To take a look: <https://gsch.se/game/51d98daf7da044d292abeff18b5e90df>

## General Library News

### *Policy changes and Steering Committee Pause*

At the June meeting, LAB discussed a draft of the Meeting and Study Room policy that staff have created for use when COVID restrictions allow for room reservations to restart. Library staff have taken the feedback from LAB and other stakeholders and made revisions to the policy. The most recent draft of the policy and a draft Equity Lens Question and Answers document are both attached to the City Librarian's report. Major changes include removing the Fee schedule in the document and pointing back to the City of Salem's Fee schedule rather than having the costs duplicated and revised whenever the City revisits fees. Also the Non-profit 501(3)C requirement was removed and replaced with Non-commercial language instead. However, the 501 (3) C language is still in the City fee schedule. Finally, the original policy was written at a high reading level and we've reviewed and redrafted it with reading accessibility in mind.

Finally, with all that's going on and the heavy vacation season, the Strategic Plan process has been paused until we release the survey in paper and online versions after the Main Library has reopened. The Steering Committee did meet once in June to create an Equity Lens for the planning process (which is based upon but different from the Equity Lens that the Human Rights Commission has built and approved.) Equity work will continue in the future Steering Committee meetings.

# Salem Public Library Meeting and Study Room Policy

## Purpose

The Salem Public Library has public meeting and study rooms for programming, community, and City use. The meeting and study rooms are part of the library's mission, operations, and Code of Conduct. The Library has created this policy to ensure safe and fair access and use. The policy is also guided by Articles V and VI of the [American Library Association's Bill of Rights](#):

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## Guidelines for Meeting and Study Rooms Use

- All meeting room groups and users must follow the [Salem Public Library Code of Conduct](#) (Administrative Rule No. 101-01), as well as local, state, or federal laws and regulations.
- Meeting room [fees](#) are set by Salem City Council. Please note that non-commercial and commercial room uses have different fees.
- Library staff must always be able to see into and enter the rooms and may enter the meeting rooms at any time.
- Rooms users may eat and drink (drinks must be covered). Users must clean up food packaging and other garbage.
- Smoking or vaping is not allowed anywhere within the library.
- Possessing, consuming, distributing, or selling any alcoholic beverage or marijuana product is not permitted anywhere within the library.
- Meeting and study room users may not:
  - Block library entrances,
  - Yell at or intimidate library visitors,
  - Create noise at levels that disturbs other users,
  - Block streets or sidewalks,
  - Approach people using the library asking them to buy things, take information, or sign petitions,
  - Interfere with library operations or any other patrons' use of the library.
- Meeting and study room users must follow all posted guidelines for how many people are allowed in the room. Users may not add chairs, tables, or other furniture. Moving into other library spaces is not allowed.
- The person who rented the room is expected to be at the meeting or event and is responsible for making sure all rules are followed.
- Meeting and study room groups and users who violate the [Library Code of Conduct](#) may be asked to leave library. If someone who has been excluded from the Library doesn't leave then they may be arrested for trespassing due to [Salem Revised Code \(SRC\) 95.550](#).

## Meeting Room Closing Checklist

Before leaving the library meeting rooms, all users must:

- Place trash in available trash cans. If trash overflows cans, the user is to pull out the bag, tie it up, and put a new bag in place. (Extra bags can be found at the bottom of cans.) Place full used bags near the trash cans.
- Wipe tables and chairs and clean up any spills using the cleaning supplies found in a basket in the room.
- Sweep or vacuum floor using tools in the room.
- Remove all personal items and technology. Any items left behind will be put in the library's lost and found.
- Stop at the Ask Here Desk on Floor 1 to tell library staff that the meeting room is empty and return the keycard.

## **Checking Out from Meeting and Study Rooms**

- Users and groups must leave the meeting rooms 30 minutes and study rooms 15 minutes before the library closes.
- There will be a minimum charge of \$25 if cleaning the room requires staff time.
- Users will be charged for the cost of repair or replacement if facilities or equipment are damaged.

## **Meeting Room Reservations**

- Applications to reserve a library meeting room may be completed online, by phone, or in person.
- An application does not guarantee approval.
- Reservations will be confirmed when the group pays for the room. Payments can be made at the Main Library service desk or online.
- Reservations may be made no more than 90 days and no fewer than seven days in advance.
- A separate reservation must be made and confirmed for each event.
- The library must be notified in writing of a cancellation at least 48 hours before reservation start time. If a group doesn't inform the library of a cancellation, the group gives up the rental fee.

## **Parking**

Parking passes are not included in room rentals. Main Library parking is available in the metered areas of the library parking garage and lot. The first three hours of parking are free. After three hours, parking is charged at a [rate](#) set by Salem City Council. Library parking meters are enforced from 8 a.m. to 6 p.m. Monday through Saturday. Meeting room users at the West Salem Branch should park close to the library in the shared parking lot with Roth's Hospitality Center.

## **Library Use of Meeting Rooms**

Salem Public Library staff may schedule meeting rooms for library and City of Salem events at any time and are not restricted to the 90-day window. Exceptions to the 90-day scheduling window will also be made for Library-affiliated groups including: the Library Advisory Board, the Salem Public Library Foundation, the Friends of Salem Public Library, the Chemeketa Cooperative Regional Library System (CCRLS), the State Library of Oregon, and the Oregon Library Association, including its divisions and round tables.

## **Library Partnership Statement**

The Salem Public Library pursues a limited number of partnerships for programs and events. Partnerships must bring value to the community and align with the library's mission. Partnership is defined as *library-hosted programs coordinated and staffed by Library staff working with an outside entity (Partner) in library facilities, supported and co-marketed by the library*. Agreements between the library and its partners must benefit all parties. These relationships should further the library's goals in one or more of the following ways:

1. Increase library visibility in the community
2. Support library activities, services, events and programs
3. Enhance or create ways to respond to identified community needs

## **Endorsement and Marketing**

- Publicity for an event by groups using the meeting spaces must not be presented in a way that implies Salem Public Library support. Unless part of a partnership Agreement with City of Salem Public Library, all printed and electronic advertisements and notifications for meetings and events held in library spaces must include the statement: "This event is not sponsored or endorsed by the Salem Public Library."
- Flyers, posters, billboards, and other related event marketing materials may be posted only on the designated community information bulletin boards. Signs may not be posted on library doors, windows, entryway walls or elsewhere on library property. Unapproved signage will be removed.
- Identifying signs may be placed in the 8.5x11 plastic holders provided on the doors of the meeting rooms during the reservation.
- Soliciting, petitioning, distributing written materials or canvassing for any purpose is not permitted within the library.
- The Salem Public Library will not advertise or promote room rental events held in meeting rooms via its print or digital information channels.

## **Liability**

All of persons and groups applying to rent a Salem Public Library Meeting Room must agree to hold harmless and indemnify the City of Salem from any and all liability for injury to persons or property occurring as a result of rental activity, and agree to be liable to said City for any and all damage to any facility, building, equipment, and furniture owned or controlled by the City which results from the activity or applicant or is caused by any participant in said activity. Each applicant shall be fully responsible for the physical condition in which the facility is left. The library is not responsible for items left unattended. The library will not secure patron items in any library spaces. The expenses resulting from any damage or maintenance which is above the normal level of service shall be charged to the applicant. Failure of the applicant to meet this obligation within 30 days billing will be cause for cancellation of future privileges, as well as legal action.

## **Study Room Specifics**

In general, this policy applies to meeting rooms and study rooms where applicable. This section calls out some requirements unique to the study rooms.

- The Salem Public Library has six general use study rooms (five at the Main Library and one at the West Salem Branch) that are available to the public free of charge during library open hours.
- Study rooms can be reserved up to one week in advance online, via telephone, or in person on a first-come, first-served basis.

- Users may use the study rooms for up to two hours, once per day, either individually or as part of a group.
- Reservations may be cancelled if a user had not arrived within 15 minutes after the start time.
- Recurring reservations are not permitted.
- During study room use, doors must remain unlocked and lights turned on.
- Study rooms are not soundproof. Playing musical instruments is not allowed. Users must wear headphones when listening to music or other electronic audio.
- Study rooms are not secure, and the library is not responsible for items left unattended.
- All study room groups and users are subject to the [Salem Public Library Code of Conduct \(Administrative Rule No. 101-01\)](#), as well as local, state, or federal laws and regulations.
- Users must be prepared to leave promptly at the end of their reservation time.
- Study rooms must be empty 15 minutes before the library closes.

### **Teen Scene Study Room**

There is one Study Room in the Teen Scene at the Main Library that is available for use only by middle and high school aged youth and only during Teen Scene open hours. Other rules for the Teen Scene study room are the same with one exception: playing musical instruments is allowed.



## **Take What You Need: A Project Proposal from the Salem Public Library Teen Advisory Board**

**June 18, 2021**

The members of the Teen Advisory Board hereby propose a pilot project to the Leadership Team of the Salem Public Library. The project is called “Take What You Need” and would involve the following:

In each Floor 1 (Main Floor) bathroom at Salem Public Library, we will hang a multi-pocket organizer with various clear pockets. Next to the organizer will be a sign that says, “Take What You Need” inviting people to take items from the pockets. Under that sign will be information inviting people to donate items if they appreciate and support the program.

Teen Advisory Board members and Teen Scene volunteers will stock the pockets with items that may include (but are not limited to):

- Clear lip balm
- Socks and/or mittens
- Hand warmers
- Small packets of tissues
- Sample-sized hand sanitizer
- Tampons & pads
- Sample sized personal hygiene products
- Brochures from agencies offering services related to food, shelter, domestic violence, suicide, etc.
- Handwritten cards with uplifting quotes and messages written by TAB members

The library Security Guards have agreed to look over the full list of possible items developed by TAB members and flag any items that cause concern. A very specific vetted list will be used by TAB for all purchasing/donation efforts.

The library custodian has indicated he would assist with securing the organizer to the wall.

We are aware that there may be situations in which all items are removed from the organizer at once. Since there will only be a small number of items displayed at a time, we feel we will be able to simply refill.

We feel this would help individuals visiting the library from a variety of backgrounds and provide them with a small source of support or help in a variety of situations. We also feel this

will help to support our library's commitment to a welcoming, inclusive, service-forward environment.

This is intended as a pilot project to test the sustainability of the plan.

**Requested Budget:**

Item(s)	Source	Cost
2 Clear Pocket Holders	Amazon	\$25.20
1 White Elephantrunk Indoor Locking Parcel Drop Box	Home Depot	\$226.14
Paint to customize drop box by TAB members	Amazon	\$40.00
Supply of items to give away	Amazon	\$308.66-708.66
TOTAL		\$600-1,000

**Timeline:** We would like to have "Take What You Need" in place in Fall 2021.

**The pilot project will be sustained through the following means:**

- Teen Advisory Board families have offered direct support and/or to organize donations at their places of business/through school-based clubs
- The display will include a list of items being sought and an invitation to the public to bring those items to the teen area at Broadway.
- A subcommittee of TAB members is committed to calling area social services agencies to request a supply of appropriate brochures.

1. Does the initiative or policy align with the City's mission/vision/strategic plan?

Yes, the revised meeting room policy aligns with the City's vision, mission, and strategic plan. In particular, the vision statement, "A safe, livable, and sustainable capital city, with a thriving economy and a vibrant community that is welcoming to all." The policy assures equal access to meeting and study rooms. In accordance with the mission, "provide fiscally sustainable and quality services to enrich the lives of present and future residents, protect and enhance the quality of our environment and neighborhoods, and support the vitality of our economy." The revised policy provides free study rooms spaces to the public and reduced meeting room fees for non-commercial organizations. The policy also aligns with the City's strategic priority of: "increasing equitable delivery of city services." By removing the library sponsorship clause, spaces are now more available for all community and group bookings.

2. What data has been used to inform this initiative or policy?

Complaints and constructive, specific feedback from community members and library staff informed every point of the new Meeting and Study Room Policy. The policy had not been updated since 2007 and did not reflect the needs of the growing, changing City of Salem. The Outreach and Programming Committee compiled the public meeting room policies from over 30 other public libraries to help ground the new policy in tried and true best practices.

3. Who are the groups supporting this initiative or policy?

The staff-led Outreach and Programming Committee and the Library Leadership Team support this policy because it increases equitable access of Library spaces for a wider variety of uses and reduces the exposure for the Library appearing to endorse outside groups who use Library spaces. The Library Advisory Board reviews the policy on August 11<sup>th</sup>, 2021.

4. Who are the groups that are not represented?

Not represented in this policy are the former "Library Sponsored" groups. While we have heard their concerns and understand their desire to continue the former arrangement, sponsorship of this nature was unsustainable for the library.

5. How does this initiative or policy impact all groups (positively and negatively)?

Approximately eight groups were still sponsored by Salem Public Library when the Main Library relocated temporarily. Those groups are impacted by not having as much easy access to scheduling space and by having to abide by the non-commercial fees set for meeting rooms by policy. However, this policy upholds the [American Library Association's Library Bill of Rights in regards to meeting rooms](#) by not advocating or endorsing the viewpoints expressed

## OUR COLLECTIVE COMMITMENTS

We believe in the collective energy of acknowledging our past to appreciate the present and build a strong foundation for the next generation. To that end, we must know, understand, and use an equity lens to fully understand Oregon's historical timeline on race, immigration, and education.

We believe systemic racism is one of the most devastating factors to hinder growth, acceptance, and inclusion for all people, and especially people of Color, and indigenous people. We cannot hope to eliminate the racially predictable outcomes of our lives unless we first acknowledge our past.

We believe our past matters. We mobilize this belief through the spirit of *Sankofa*: acknowledging our past to serve as a guide in planning our future. Together, we transform systems into racially conscious and socially-affirming environments where all people, especially people of Color, indigenous people, and their respective communities can grow and thrive.

in meetings by removing the clause of “library sponsorship.” Salem Public Library should be a beacon of fair play in how resources are shared with community groups.

The previous sponsorship model created other issues. Unstaffed sponsorship meant some groups were inconsistent in following library programming standards. For instance, removing patrons from meeting without informing or involving staff and not consistently sharing attendance statistics to be included in the State Report. While these inconsistencies were likely inadvertent, removing sponsorship creates consistency and accountability going forward.

6. How many members of the community have involved in the decision-making process?

Ultimately the Library Advisory Board and Council will both be presented with this new policy. The Budget committee and Council will also be involved in resolving issues around the fee schedule and creating more access for all non-commercial groups through the definitions of not-for-profit/non-commercial vs. non-profit 501(c)3 and reducing or eliminating costs for those non-commercial groups.

7. What are the barriers to create more equitable outcomes for inclusion (i.e., socio-economic status, language, gender identity, community expectations, etc.)?

The primary barrier to creating equitable outcomes for inclusion in this new version of the policy is around socio-economics. The fee schedule, particularly the fact that non-profit groups are so strictly defined, and still would have some costs associated with use. Adding some non-commercial language into the policy itself does at least allow the Library to continue with past practice of not asking for 501 (3) C documentation.

8. How does this initiative or policy build, support, and empower BIPOC, LGBTQIA+, and other underserved communities?

As stated in the first paragraph of the policy:

“As a library and a public space, the policy is also informed by Articles V and VI of the [American Library Association’s Bill of Rights](#), which state: V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views. VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

The removal of continuous library sponsored groups ensures the meeting rooms are available on an equitable basis for all groups and community members.

What would it take to sustain this initiative or policy?

Acceptance by the Library Advisory Board and their positive recommendations to the budget committee and Council to remove the fee schedule barriers. Otherwise, meeting spaces are an existing library service for community members. Use of the meeting rooms is subject to the policy’s Guidelines of Use. The policy would be reviewed periodically to ensure they continue to meet the community’s needs.

9. What are the measurable goals and objectives?

The primary goal and objective of the revised meeting room policy is to expand the availability of library spaces to the community. New room scheduling software will allow for us to parse information on how many uses of the rooms we’ve had and how many different groups have been able to use the rooms for any time period up to current day. This will help measure the impact of the policy of creating the needed equity for all groups to have equitable access to the rooms.

10. What data will be used to monitor success (i.e., in 3 months, 6 months, 9 months, etc.)?

The meeting room booking system can give detailed statistics on room utilization. As well as community feedback via survey. The policy will be revisited in a year to monitor successes and challenges of the policy in practice.

11. What are the biases and unintended consequences of this initiative or policy?

Biases:

Assumes a high reading level

Assumes a monolingual reader

Assumes all meeting room needs are planned in advance

Solutions:

Rewrite the policy to reflect a lower reading level—the current version is at least two grade levels more readable than when first going through the lens.

Have the policy translated—will do when reviewed by LAB and Council

Consider whether same-day reservations can be accommodated if rooms are available—Once data is gathered this can be added in the next review of the policy.

12. Are there any other possibilities and options yet to be explored?

The room reservations fees may be an economic barrier to community members who do not have a 501(c)3 status or do not have disposable income. Non-commercial language is included and fees can be reviewed by the Library Advisory Board, Budget Committee, and City Council.