

**Salem Public Library Advisory Board  
Wednesday, April 11, 2018**

Nick called the meeting to order at 5:32 p.m.

**CALL TO ORDER**

**Members present:** Bill Distad, Harry Iwatsuki, Louise Newswanger, Sigrid Olsen, Jeff Skrysak, Lois Stark, Callen Sterling, Nick Wood

**ATTENDANCE**

**Members absent:** none

**Guests:** none

**Library staff members:** Lilly Gamaney, Danny Smith

None.

**APPEARANCE OF  
INTERESTED  
CITIZENS AND  
PUBLIC COMMENT**

Minutes were reviewed for Wednesday, March 14, 2018. Lois moved and Nick seconded that minutes be approved. Motion carried.

**APPROVAL OF  
MINUTES**

**INFORMATION  
ITEMS**

Nick talked about his impressions of the City Librarian candidates as a participant on an interview panel. Nick said he and the other panelists were impressed with the candidates. Nick said he spoke with Judy Martin (Salem Public Library Foundation Board President) regarding a meeting of all three support boards, and they decided to wait until the City Librarian was hired to move forward with scheduling the event.

**Chair's Report**

Danny shared an update on Library news, which included the following:

**City Librarian's  
Report**

- City Librarian recruitment has concluded and an offer has been extended to the successful candidate. Pending successful passage of the background check, the new City Librarian will be announced publicly in the coming weeks.
- WSBL will be closed for up to two weeks, dates TBD, for a siding and HVAC replacement project.
- Salem Public Library Foundation (SPLF) will be hiring a diversity intern who will work in conjunction with Teen Librarian, Sonja Somerville. The position will be funded and managed by SPLF.
- Staff are working on a community survey with research vendor Orange Boy.

Louise asked for an update on fines and fees questions voted on and raised in previous meetings, specifically the removal of youth fines/fees and the proposed removal of DVD fees. Danny said that the DVD fee removal request has been officially added to the annual budget request, scheduled for presentation to Council in the next 3-4 weeks. Danny said that he is continuing to work through logistics with City Legal for removal of youth fines/fees and is hoping to submit the finished proposal to Council at the end of May for a projected June 1 go-live date that would coincide nicely with the launch of Summer Reading Club.

Lois asked how Orange Boy plans to make the community survey accessible to all community members, specifically those in underserved areas. Danny said the plan is to offer a variety of formats: some online, some via phone, and some on paper. Harry asked if the survey will be sent

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to neighborhood associations. Danny said most work will be conducted off-site with a final presentation of findings delivered on site. Nick noted that the last time the library worked with Orange Boy, the company provided paper copies of their survey at service desks.

Harry asked about pet policies at the library. Danny said there is a no animal policy as part of the Code of Conduct with the exception of service animals and service animals in training. Danny noted that this practice aligns to federal and state ADA requirements, adding that staff are only legally allowed to ask a person with an animal if it's a service animal and which service is being provided by the animal.

Sigrid complained about patrons using the new Reading Room, saying that strong body odors make the space unpleasant. Danny said that Sigrid's comments were the first reported complaint about odors in the Reading Room. Danny shared that staff have been tasked with regularly checking all furniture and all rooms for damage and soiling. Danny added that there is a provision in the Code of Conduct that applies to disruptive odors and reminded the group that the Code of Conduct is applied consistently across all spaces of the library, including but not limited to the Reading Room, and all users.

In response to a question from Lois, Danny confirmed that the library serves as a cooling and warming center during extreme temperatures.

In response to a question from Louise, Danny said he would make sure that adequate trash cans were available at WSBL.

Sigrid said she has a conflict for Friends Board meetings. Nick recommended that a new liaison be named. Nick suggested the group members consider if they'd like to serve in this capacity and that the group could name a new liaison at the next LAB meeting. Sigrid said she'd check in with Carol about Friends attendance at LAB meetings. Sigrid advocated for a quarterly appearance of liaisons at each group's meetings as opposed to the monthly schedule currently in place. Nick said this could be a topic to iron out with the other groups at the 3-board meeting (to be scheduled after hire of City Librarian). Harry asked if the groups could agree to exchange minutes in place of a liaison. Sigrid offered and Lois agreed that it's a valuable gesture of goodwill to send a liaison to meetings in person, adding that the Friends contribute great amounts of time and energy to their role as a library support board. Danny said he plans to schedule a lunch for the new City Librarian and the three board presidents once the successful candidate is hired.

**Friends Report**

Lois shared that the SPLF Art Committee is applying labels to art throughout the building. Lois said that review of Salem Reads statistics has revealed good attendance at events consistent with attendance figures from last year's programs. Lois said that the SPLF Board elected Valorie Freeman as the new Vice President, explaining that the SPLF Board elects their VP's in anticipation that the VP will eventually serve as President.

**Foundation Report**

No Teen Advisory Board report was shared at this meeting.

**TAB Report**

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None.

**DISCUSSION ITEMS**

None.

**ACTION ITEMS**

The group shared their feedback from and impressions of City Librarian candidates' presentations.

**MISC BOARD ITEMS**

Lois asked if any additional information was available yet regarding the LAB members' ideas to fund a free parking incentive for patrons, noting that the group wanted to roll out such an incentive sooner rather than later to thank the community for supporting the bond measure. Danny said that he spoke with Norm Wright (Director, City of Salem Community Development) regarding this topic. Danny said Norm was excited about the concept but wanted to investigate a more long-term solution that could be rolled into bond construction work. The group then discussed options for using LAB-controlled funds to supplement a free parking incentive for patrons, including the possibility of free parking covered by LAB funds on certain days of the week. Nick asked if it's possible to see a daily snapshot of parking revenue at the library garage. Danny said he would check on this. Danny added that after the bond build-out, when the library moves back into the remodeled building, parking is still likely to be metered, though this does not necessarily negate the goal of free parking for library patrons.

The next board meeting will be held on Wednesday, May 9, 5:30 p.m., in the Board Room. The meeting adjourned at 6:40 p.m.

**NEXT MEETING &  
ADJOURNMENT**

Submitted by: Lilly Gamaney, Staff Assistant