

**Salem Public Library Advisory Board
August 8, 2018**

Nick called the meeting to order at 5:30 p.m.

CALL TO ORDER

Members present: Francine Boullosa, Bill Distad, Harry Iwatsuki, Louise Newswanger, Jeff Skrysak, Lois Stark, Callen Sterling, Nick Wood

ATTENDANCE

Members absent: Sigrid Olsen

Guests: none

Library staff members: Emily Byers, Emily Cable, Karen Fischer, Lilly Gamaney, Karen Kinzie, Christopher Rumbaugh, Danny Smith, Sarah Strahl

None.

**APPEARANCE OF
INTERESTED
CITIZENS AND
PUBLIC COMMENT**

Minutes were reviewed for June 13, 2018. Francine noted an error in the projected date for presentation of Orangeboy survey data. Nick moved and Jeff seconded that minutes be approved with revisions. Motion carried unanimously.

**APPROVAL OF
MINUTES**

**INFORMATION
ITEMS**

Nick said he has been Invited to an upcoming Salem Public Library Foundation (SPLF) Board meeting to present about LAB's function and goals. Lois noted that the next SPLF Board meeting is scheduled for the same date and time as the next LAB meeting. Nick said he would talk with SPLF Executive Director Kate Van Ummersen about this conflict. Nick said that coordination of a meeting of all three support boards is still ongoing between him, Jeanne Stewart (President, Friends of Salem Public Library), and Kate Van Ummersen. Nick said they are waiting for results from the Orangeboy survey to be available before a date is set for the three-board meeting. Nick said he would forward an email to LAB members about a new locally based news blog The Salem Reporter. Nick said that staff at Salem Reporter are reaching out to community organizations like LAB to establish relationships as they launch this new endeavor. Nick said that, in response to a question from Lois, he spoke with Sarah to see if library staff could provide a financial report for LAB-stewarded funds to LAB members on a once or twice per year basis. Lois asked if these funds are invested. Emily Byers and Emily Cable confirmed that they are. Nick confirmed that the City puts the money in a low-growth fund. Nick said that LAB members have asked City staff in the past if there is a way to invest in higher-yield investments and they have been told no.

Chair's Report

Sarah said SPL staff will now be sending the City Librarian's Report via email ahead of the meeting. Sarah asked that LAB members review the report ahead of the meeting and she would be happy to answer questions about any items in the report during the meeting. The group discussed this shift and agreed that it is preferable to review this information before the meeting. The group reviewed the current meeting's City Librarian Report. Harry asked Sarah to talk more about Progressive Design Build, which is the type of design-build approach that the City will take with bond-related

**City Librarian's
Report**

Salem Public Library Advisory Board
August 8, 2018

construction. Sarah said that Progressive Design Build is good for SPL's needs and gave examples of buildings around Salem that have been remodeled using this approach, including the Courthouse. Louise asked if there will be a grand re-opening event at West Salem Branch Library on or around the re-opening on August 20, 2018. Sarah said nothing big is planned for now but that a more festive re-opening event could be planned for a later date. Sarah confirmed that a book drop has been installed at WSBL.

No LAB members had any Friends-related updates to share in the absence of Sigrid Olsen, LAB liaison to the Friends Board of Directors. Nick said he will talk with the Friends Board about how they'd like to move forward with liaisons between both groups. Lilly confirmed that she had not heard from Carol Voeller recently but that an announcement for the current LAB meeting had been sent to her.

Friends Report

Lois said that she missed the last SPLF board meeting, but was able to review the minutes. Lois shared that the SPLF board is working on setting goals and that four new board members have been added.

Foundation Report

None.

TAB Report

DISCUSSION ITEMS

Bill said that there used to be signs in the Heritage Room stating its purpose as a quiet study place. Bill said the signs are gone and any expectation of use of this space is no longer clear to patrons. Bill said that the room is too hot. Bill shared that during recent visits to the Heritage Room, he has noticed a small group of patrons who also frequently use the space and display behavior he felt to be questionable. Bill said these activities included vocalizing loud obscenities, laying out food and beverages on tables, and watching loud videos on mobile devices. Bill said that he talked with a Security Officer about the disturbance and that the Security Officer told Bill that SPL is not a quiet library. Bill said that after he spoke to the Security Officers on a separate occasion about the disturbance, it appeared that the Officers talked with the patrons. Bill said that he noticed the area is taped off today. Danny said that the windows in the Heritage Room are very old and will be addressed during any bond-related construction, noting that this and updates to HVAC should help with the heating issues. Danny explained that in reviewing original blueprints of the building, the specific area in question (an alcove off of the main Heritage Room space) used to be a completely separate walled-off quiet study space. Danny said the aim is to return to this arrangement during bond-related construction. Danny acknowledged that SPL has moved away from being a completely quiet library and that this newer direction has raised some questions about how the Heritage Room is used. Danny reviewed some design ideas that architects/designers have been floating during the early planning meetings currently being held with City staff, including in-building 'noise zoning' that standardizes definitions of different levels of noise (e.g. studying, light conversation, loud activities) and 'zones' spaces in the library for such uses. Danny confirmed that it is SPL staff practice to ask disruptive patrons to

**Heritage Room use
(Bill)**

Salem Public Library Advisory Board
August 8, 2018

move their disruptive activities to other areas when other patrons feel reasonably perturbed.

Nick reviewed past practices, noting that generally the group elects a new chair, vice chair, and liaisons to SPLF and the Friends of Salem Public Library Board in September. Nick said that the elections can be put on the September agenda and encouraged the group to think about if they'd like to run for a position.

LAB elections (Lois)

Sarah said that the LAB's motion regarding free Saturday parking has now been reviewed by Norm Wright (Director, City of Salem Community Development) and Steve Powers (Salem City Manager). Sarah said that the proposal will go before City Council as an informational item as early as the August 27 City Council meeting. Sarah said she will attend the meeting. Lois said she would talk with her Councilor to advocate for this proposal. Francine asked if the lack of bus service on Saturdays was included in the report that will be shared with Council. Sarah confirmed that this information was included. Sarah talked about how LAB members can best start work on new projects, explaining that as the City staff liaison for the LAB group, it is her role to research the City-related pieces of any LAB requests or project ideas. Lois advocated for specific language to be added to the LAB bylaws clarifying the LAB's responsibility to represent community interests and concerns.

Free parking proposal (Sarah)

Sarah said that the current SPL Strategic Plan is set to finish in 2018. Sarah said that she and SPL's management team plan to work with a consultant to establish a new three-year strategic plan that will cover the entire bond process. Sarah shared that she is working with the City's Strategic Initiatives Manager, Courtney Knox Busch, on a Request for Proposals (RFP) that will go out to consultants for bid. Sarah said she hopes to push this RFP out in September. Harry asked if new branches or mobile outreach options will be part of this strategic plan. Sarah clarified that mobile outreach options could be part of the strategic plan given that they would help support services during any bond-related move-out, but that new branches are a more long-term conversation that would exist outside of the three-year strategic plan. Harry suggested book delivery to the bus mall as a good mobile outreach option. Harry said he is interested in hearing an update from City staff regarding bond-related move-out when available, specifically which locations are being floated as options. Harry mentioned the empty Book Bin East location as a good option.

Strategic planning (Sarah)

Sarah provided an update on the project to remove fines and fees from youth collections and grant one-time waiver of all existing fines on youth accounts. Sarah shared that some legal issues have delayed progress until September. Francine asked what would happen, under this plan, if a user checked out items at SPL that are owned by another library in the CCRLS consortium. Danny confirmed that any regular youth item, regardless of the owning library, will be exempt from fines and fees under this proposal if checked out at the Main Library or WSBL.

Children's fines and fees waiver (Sarah)

**Salem Public Library Advisory Board
August 8, 2018**

ACTION ITEMS

Sarah said that Library staff revised the Collection Development Policy (CDP) according to feedback given by LAB members at the January 2018 LAB meeting. Sarah said that the newly-revised CDP will go before City Council as an information item at the August 27 City Council meeting. Sarah asked the group to review the CDP and to vote on recommendation to City Council that it be adopted. Bill asked if the suggestion for purchase element of the CDP is new. Emily Byers said that this is not new. Francine asked how SPL staff will determine accuracy and readability. Emily Byers said that these criteria are judged by review of professional book review resources and the professional judgment of in-house selectors, who are subject matter experts. Christopher said that reviews are often written by peers in the library world and are often based on the audience. Christopher noted that reviews, format, price, and audience are all weighed by selectors. Nick asked how often staff receive suggestions for purchase. Emily Byers said this is a daily occurrence and that patrons are notified when their request is filled, usually because the item is placed on hold for that patron. Harry asked if CREW standards have always been used at SPL. Emily and Christopher confirmed that CREW standards have been used at SPL in the past and they are the industry standard. Francine asked about the frequency of requests for reconsideration. Emily Byers said that they are rare and that there may be one challenge every other year. Sarah added that there are organizations that collect reports of challenged books. Sarah added that there was a current challenge being responded to by SPL staff. Sarah said that while she cannot discuss the details of this ongoing challenge, the response process for a request for reconsideration can be helped along substantially when a collection development policy is in place. Harry asked how languages are chosen under the revised CDP. Emily said that the CDP follows the City's policy of offering information in any language other than English when the population of speakers of that language reaches 5%. Emily Byers clarified that currently, the only language that meets that criteria in Salem is Spanish. Harry mentioned that there is no Spanish translation option on the City website. Danny said that language functionality on the website is an ongoing project at City IT. Sarah said that SPL has started making some specific strides toward bilingual operation, including closing announcements that are now broadcast over the PA in Spanish and English. Nick moved to recommend to City Council that the revised CDP be adopted. Louise seconded. The motion passed unanimously.

**Collection
Development Policy
(Sarah)**

**MOTION:
Recommend
adoption of the CDP
to City Council**

None.

MISC BOARD ITEMS

The next board meeting will be held on Wednesday, September 12, 5:30 p.m., in the Board Room. The meeting adjourned at 6:43 p.m.

**NEXT MEETING &
ADJOURNMENT**