

**Salem Public Library Advisory Board Meeting
Wednesday, January 10, 2018**

Harry Iwatsuki called the meeting to order at 5:33 PM.

CALL TO ORDER

Members present: Bill Distad, Harry Iwatsuki, Louise Newswanger, Lois Stark, Nick Wood

ATTENDANCE

Members absent: Jackie Leung, Sigrid Olsen, Jeff Skrysak, Callen Sterling

Guests: Kate Van Ummersen (Executive Director, SPLF)

Library staff members: Emily Byers, Emily Cable, Lilly Gamaney, Christopher Rumbaugh, Danny Smith

Library patron Francine Boulosa said she wanted to talk about new branch locations. Francine said she regrets that there isn't a branch location in NE Salem and noted that discussion of potential branch locations has been an agenda item for many recent LAB meetings. Nick confirmed that discussion of potential branch locations has been a frequent topic at LAB meetings in recent history but clarified that there are no concrete plans at this time to open an additional branch.

**APPEARANCE OF
INTERESTED
CITIZENS AND
PUBLIC COMMENT**

Minutes were reviewed for Wednesday, November 8, 2017. Lois moved and Bill seconded that minutes be approved. Motion carried.

**APPROVAL OF
MINUTES**

**INFORMATION
ITEMS**

Nick shared that he has learned that LAB member Jackie Leung is not able to attend LAB meetings as they are currently scheduled. Nick asked the group if they would be willing to move the meeting time so that Jackie could attend. Nick added that if a new, later time could not be agreed upon, he and Jackie agreed that she would be removed from the LAB. Bill said that a later time would place an imposition on Library staff. Nick, Lois, and Louise said they were not interested in moving the meeting time. No other LAB member spoke in support of moving the meeting time. Nick said he will follow up on the group's decision with Jackie.

Chair's Report

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

**City Librarian's
Report**

- New Security Officer, Brian Morris, has now started. Security Officers will have overlapping schedules allowing coverage of most operating hours at Main Library and periodic visits to WSBL.
- Library Assistant I recruitment will commence soon to fill a vacancy left by staff member Nancy Boggs, retiring January 31, 2018.
- Reading Room Grand Opening will take place on January 23 with a private viewing for friends and family of the donor just before a public ribbon cutting. Members of the public are welcome to the public ribbon cutting, which will take place at 10:00 a.m.
- Newspaper shelving installed in Reading Room and working well. Bill thanked Danny for putting a clock in the Reading Room.
- Library managers and Norman Wright (Director, City of Salem Community Development) visited libraries at University of Portland, Portland Community College South East, and Hillsboro Public Library recently to get some ideas for the bond build-out. More of these trips may be planned for the future. Louise asked if the group would be

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visiting Oregon City. Danny confirmed that the group plans to visit Oregon City Public Library.

- 8 of 9 self-check units now up and running, with stats revealing an average usage rate of 72-75%. Danny shared that the target usage rate is 80% and is impacted by general account issues and DVD fees.
- Recent grant-funded Teen coding workshops and Children's STEAM (science, technology, engineering, art, and math) programs were well attended.
- Service desk staff now using radios to improve communication across service points.
- Bond meetings have begun and a projected timeline has been shared: By the end of 2018, City staff hope to have identified vendors and selected a temporary location; By the end of 2019, City staff hope to have coordinated final building designs and set plans for moving to the temporary location; In 2020, City staff plan to complete move-out to the temporary location, with construction being completed by the end of 2021. Danny reiterated that this is still a very loose timeline. Harry asked if there are any plans yet about how staff and resources will be used during construction. Danny confirmed that there are absolutely no plans to reduce staffing during the project.

In the absence of the group's liaison to the Board of the Friends of the Salem Public Library, Sigrid Olsen, no Friends Report was shared at this meeting.

Friends Report

Lois said that the Salem Public Library Foundation Board of Directors did not meet in December and there was, therefore, no update to share. Kate Van Ummersen shared about the upcoming Salem Reads 2018 programming, passing around calendars and other promotional materials. Kate reviewed several funding sources for this project and asked if any donations could be made from LAB-stewarded funds. Nick asked what amount was being solicited. Kate said that any donation would be wonderful and confirmed that the \$5,000 donation approved by LAB for donation to Salem Reads 2017 was greatly appreciated. Kate excused herself from the meeting to allow the group to discuss her request. The group discussed the amount to be given and agreed that, without a more concrete idea of how the donation was to be spent, \$5,000 seemed appropriate. Harry and Louise suggested that next year, if SPLF could approach LAB sooner with a more concrete proposal detailing allocation of the requested donation, he would be willing to contribute more. Nick asked Lois to bring up Harry's suggestion at the next SPLF Board's next meeting. Lois agreed to this. Bill reminded the group that SPLF stewards a larger endowment than the LAB. Louise moved to contribute \$5,000 to Salem Reads 2018 from LAB-stewarded gifts. Nick seconded. The motion carried unanimously. Lois said she would contact SPLF to let them know the motion carried.

Foundation Report

Motion: LAB contributions to Salem Reads 2018

Teen Services Librarian, Sonja Somerville, and Teen Advisory Board (TAB) Members Samantha Riesterer and Maddie O'Donnell provided an update on recent TAB activities, including A Very Grimm Halloween Haunted House, visited by 700 guests; Singer Songwriter Showcase in December

TAB Report

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where TAB members sold concessions; election of new TAB officers; completion of a recommended book list for Teen's Top Ten Panel; delivery of baby kits to refugee families welcoming new babies; and a \$2,000 grant for arts workshops scheduled in 2018 from the Marion Cultural Development Corporation. Sonja shared that the arts workshop topics will include Taiko drumming in winter, Bollywood dancing in spring, Kyogen comedic Japanese theater, and storytelling sessions, all led by artistic professionals.

DISCUSSION ITEMS

Referencing Danny's City Librarian report, Nick said it appears that the City is already taking care of siting for the temporary location. Danny confirmed that, from preliminary meetings being held with City staff, a subcommittee of the Salem City will be created to lead the search for a temporary location with opportunities for the LAB members to provide input. Nick asked if the LAB should continue to list siting for temporary locations as a discussion item in upcoming LAB meetings or if it makes more sense to revisit the topic after the City Council subcommittee has been formed and begins working. Danny offered that the debt issuance is scheduled to occur in April, and he estimated that discussion on siting for a temporary location may pick up steam closer to summer 2018.

Library bond: Siting for temporary location

See City Librarian's Report.

Library bond: Use of staff and resources during construction

Lois said she was not able to talk with the SPLF Board about the proposed 3-Board Meeting as they had no meeting in December. In Sigrid's absence, no response from the Friends was shared at the current meeting regarding Friends interest in the proposed 3-Board Meeting.

3-Board Meeting

ACTION ITEMS

Danny shared that, in response to a recent complaint made to Councilor Nanke, Library staff prepared a proposal to City Council to remove all fines from youth collections. Danny explained that this model is being used in public libraries across the country to remove financial barriers for family and youth use of public libraries, confirming that this practice is in use at Multnomah Co. public libraries. Danny shared the written proposal with the LAB members and asked them to please vote on a recommendation of the proposal to City Council. Danny clarified that a recommendation from LAB to City Council would ask City Council to authorize three actions: Removal of overdue fine structures from all items catalogued in youth collections; One-time waiver of all overdue fines from accounts for youths 0-17 years of age, totaling around \$90,000; and removal of DVD fees from all youth DVD collections. Danny shared about how this proposal will reduce or eliminate certain barriers, noting that 60% of Salem-Keizer Schools students are currently experiencing poverty and can therefore feel discouraged from checking out materials from the Library due to the overdue fine schedule. Nick asked if other libraries operating under this model have noticed any

Fine-free youth collections

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drawbacks in practice. Danny said that he and the staff who worked on this proposal heard of no drawbacks while conducting research for the proposal. Danny also reminded the group of the Child Friendly City Initiative that City Council is working toward, noting that the current proposal would be one of the first major successes for the City in this respect. Bill asked if Library staff are supportive of the proposal. Danny confirmed that they are. Francine Boullosa asked how this proposal will affect SPL's participation in the Chemeketa Cooperative Regional Library Service. Danny said that the other CCRLS libraries have not adopted this model of operation.

Danny reviewed financial impact of approval of this proposal, explaining that approximate annual revenue losses would total \$24,000/yr. Danny said that this figure for lost revenue represents 16% of the overall revenue from all fines and fees collected by the Library. Danny confirmed that all revenue from fines and fees is allocated to the City's general fund and is not earmarked exclusively for the Library division budget. Danny added that the current proposal is limited to overdue fines and clarified that replacement fees charged for lost and damaged items will still be assessed and collected as normal. Lois moved to recommend that City Council approve the current proposal that would authorize elimination of overdue fines from youth collections, one-time waiver of all existing overdue fines on accounts for youth age 0-17 years, and elimination of the DVD fee for youth DVD's. Jeff seconded. The motion passed unanimously.

**Motion:
Recommendation to
City Council to
approve proposed
fine-free youth
collections**

Emily Byers, Collection Development and E-Resource Librarian, introduced herself and the proposed Collection Development Policy (CDP) to the group. Emily explained that staff have been working collaboratively on designing a Collection Development Policy for Salem Public Library with the primary goal of unifying staff practices under one guiding policy. Emily highlighted other goals for implementation of the CDP, including reduction of personal bias in selecting items and development of collections of vibrant, highly-sought-after materials. Emily said that staff have approached this project using the conspectus model and that the CDP complies with [CREW standards](#).

**Recommendation to
City Council:
Collection
Development Policy
(CDP)**

Bill asked if donations of materials can still be made to the Friends. Emily confirmed that donations can still be made to the Friends. Louise asked Emily if many of the approaches outlined in the CDP were already in use. Emily confirmed that the approaches outlined in the CDP were largely already in use and the CDP will serve to codify these practices. Louise asked if patrons will still be allowed to suggest additions to the collections. Emily confirmed that patrons can still submit such requests as they have in the past, noting that requests will be considered against the selection criteria listed in the CDP. Emily added that priority is given to requests from SPL cardholders. Harry asked Emily to talk about how the CDP pertains to materials in languages other than English. Emily said that non-English materials will be considered for addition to the collections for languages other than English that are spoken by at least 5% of citizens. Emily added that this particular provision of the CDP matches the City's organization-wide policy for providing language translation assistance to citizens who speak languages other than English. Christopher added that when any groups who speak languages other than English meet the 5% threshold

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described by Emily, Library staff could also be limited by available materials published in those languages, citing as an example the low number of materials published in Marshallese. Nick asked if the CDP will reduce the amount of items purchased. Emily said this is not anticipated. Lois asked Emily if the CDP is an implementation policy or an aspirational policy Emily said it is both implementation and aspirational, explaining that the CDP will guide selectors on day-to-day purchasing as well as on long-term collection building. Lois asked why there was such an emphasis on popular items, specifically citing a section of the CDP that references other types of materials such as those found in academic research libraries and government/law libraries. Lois also asked Emily to talk about how this CDP compares to other regional public libraries such as those in Multnomah County and Eugene. Emily acknowledged that there may be larger and more diverse collections in these libraries than is described in the proposed CDP for SPL and noted that these libraries work with larger budgets than SPL. Christopher explained that purchasing popular materials helps SPL in its top goal of serving patrons. Emily added that aside from industry standards, Library staff who worked on the CDP attempted to codify preference for popular items based on their observation of SPL patron tendencies, which showed a preference for popular items. Danny agreed that this prioritization of popular materials is based largely on observations of SPL patrons' actual use, in addition to a growing trend reported across public libraries to focus spending on popular items. Lois said she would like to know about other libraries' aspirations for their collections. Emily invited her to check out those libraries' websites for detailed information specific to those libraries' collection development practices. Lois said that, as the capital city, Salem should aim to enhance all collections, not just popular ones. Nick moved to recommend that City Council approve the CDP. Harry seconded. The motion passed with Lois voting against.

**Motion:
Recommendation to
City Council to
approve CDP**

Danny shared a Library staff report that outlines the annual Food for Fines program and talked about the program's history, explaining that the City of Salem Legal Department requested addition this year of one sentence that will allow the program to continue indefinitely rather than being re-approved by City Council each year.

**Recommendation to
City Council: Food
for Fines 2018**

Nick moved to recommend that City Council approve the Food for Fines 2018 program as outlined in the Library staff report shared at this meeting, which includes a provision to continue the annual program indefinitely (i.e. without annual reapproval from City Council). Louise seconded. The motion passed unanimously.

**Motion:
Recommendation to
City Council to
approve Food for
Fines 2018**

None.

MISC BOARD ITEMS

The next board meeting will be held on Wednesday, February 14, 5:30 PM, in the Board Room. The meeting adjourned at 7:11 PM.

**NEXT MEETING &
ADJOURNMENT**

Submitted by: Lilly Gamaney, Staff Assistant