

Rainier City Library Board Meeting

November 5, 2021

2 p.m.

Rainier City Library

Colette Nordstrom, librarian, called the Library Board Meeting to order at 2 p.m.

Board Members present: Brandy Blackburn, Jasmin Elwood, Tonya Higgins, Marcia Roberts, and Katie Strum

Staff present: Colette Nordstrom

Board Members absent: Kim Worrall

New Business:

A.) Board positions appointed:

Marcia Roberts - Chair

Kim Worrall - Vice Chair

Colette Nordstrom - Secretary/Treasurer

Katie Strum – Board Member

Brandy Blackburn – Board Member

Tonya Higgins – Alternate

Jasmin Elwood – Alternate

B.) Board Meetings Dates and Times

All board members present agreed to hold the library board meetings on the first Saturday of each month, (excluding July and December) at 2 p.m. in the library, starting in January 2022.

C.) Code of Conduct Policies

Marcia Roberts had an original copy of the “Rainier City Library Behavior Policy,” also known as the library’s “Code of Conduct.” All board members

would like a copy of it and Colette agreed to send every library board member a copy of it via email.

Marcia said enforcing the Code of Conduct first starts with the librarian and next in line would be the police officer on duty.

D.) Priorities for future meetings

The library board ran out of time and did not address this issue in length.

Marcia and Colette agreed to work on January's agenda together and

Marcia will present the items in January.

E.) Board comments

- 1.) Brandy, Marcia, Tanya, and Katie voiced their concerns and disappointments that no administration from either the city or the school district was present for Saturday's meeting, especially since the library board has not met since December 2019.
- 2.) Brandy wants the library's Facebook page and website turned over to the librarian as soon as possible. The board feels these sites need to be controlled in house and should be much more active than they are currently. The board feels these sites are the lifeline between the library and its patrons and they should have "bigger, better coverage." Brandy suggested the librarian could take pictures of new books and post them, post weekly happenings in the library, and post things relevant to patrons, especially the "Passport" program.
- 3.) Marcia, Tanya, Jasmin, Katie, Brandy, and Colette would all like to see the handbook for the "Library Board Trustees" rewritten and brought up to date. (Current one is from 2005.)
- 4.) Brandy would like to see the library have a weekly story time for Pre-K group. Brandy suggested having RSD teachers read a storybook, have the teacher film it and then send it to the library and show the films in the library.
- 5.) Colette brought up the issue of having no subs or volunteers to cover for her when she is not in the library. Closing the library should not be a viable option as patrons expect the library to be open on the days and hours posted, but that is what is happening because there are no other

options at this time. Colette said she asked Dr. Hattrick and Mayor Cole to post a short ad for substitutes on social media. Colette also ran an ad in the local newspaper.

Tanya said she would post the ad on her social media sites and would help Colette in her efforts to get a few trained volunteers in the library. Colette will send an ad to Tanya for her to post.

Colette adjourned the meeting at 3:10 p.m.

Marcia Roberts – Board Chair

Colette Nordstrom - Librarian

Chapter 2.20 PUBLIC LIBRARY BOARD

Sections:

- 2.20.010 Rainier public library established.**
- 2.20.020 Library board.**
- 2.20.030 Board organization.**
- 2.20.040 Library board general powers.**
- 2.20.050 Acceptance of gifts for library purposes.**
- 2.20.060 Internal administrative policies and procedures.**
- 2.20.070 Prohibited actions and penalties.**

2.20.010 Rainier public library established.

A. A public library is hereby established for the city of Rainier under the provisions of ORS 357.400 to 357.621.

B. The public library shall be financed through the use of general fund monies, revenue obtained from the operation of the library, grants, gifts, donations and bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors. (Ord. 934 § 1, 1992)

2.20.020 Library board.

A. The Rainier public library board is hereby created. The board shall consist of five members to be nominated by the mayor and appointed and confirmed by the city council.

B. The term of office of the board members shall be four years and their terms shall commence on July 1st, in the year of their appointment. The terms of office shall be staggered so that the terms of not more than two board members will expire in the same year. Of the first five board members appointed, one member shall initially hold office for one year, one for two years, one for three years and two for four years. At the expiration of the term of any members of such board, the city council shall appoint a new member or may reappoint a member for a term of four years. If a vacancy occurs during a term of office, the governing body shall appoint a new member for the unexpired term. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.

C. The Rainier library board shall include one alternate nominated by the mayor and confirmed by the council. During periods of absence of a regular voting member the alternate shall, by a majority vote, assume the right to vote for the absent board member. The term of the alternate shall be for a period of four years and shall not serve more than two consecutive terms.

D. Members of the board shall receive no compensation for their services, but may be reimbursed for expenses incurred in the performance of their duties. (Ord. 997, 2002; Ord. 934 § 2, 1992)

2.20.030 Board organization.

A. The library board shall elect a chairperson from its members.

B. The library director shall serve as secretary to the board and keep the record of its actions.

C. The board may establish and amend rules and regulations for its government and procedure consistent with the laws of the state of Oregon and with the Charter, ordinances, resolutions, and regulations of the city of Rainier.

D. The board shall meet at least 10 times each year and at such other times as it may provide by its rules. (Ord. 934 § 3, 1992)

2.20.040 Library board general powers.

The library board shall be an advisory board and shall have no executive or administrative powers or authority, and this chapter shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state or the Charter of the city. The board shall have powers and duties as follows:

A. The library board shall assist in the interview process of selecting and appointing a library director. The city recorder, as the fiscal and internal administrative agent for the library, shall have primary responsibility for library personnel, including recruitment, selection, classification and pay and supervision.

B. The library board shall make recommendations to the city council about rules and policies for the efficient and effective operation of the library, its services and programs.

C. The library board shall assist the library director in preparation of the annual budget request to be submitted by the library director to the city recorder.

D. The library board shall make recommendations for the acceptance, use, or expenditure of any real or personal property or funds donated to the library under RMC 2.20.050, or make recommendations for the purchase, control, or disposal, or real and personal property necessary for the purposes of the library.

E. The library board shall make recommendations for the selection of sites for public library buildings or for location of library facilities.

F. The library board shall review and recommend to the city council terms for contracts and working relationships with private and public agencies regarding library services.

G. The library board shall approve an annual report to the State Library and to the city council submitted in a timely manner on a form supplied by the State Library.

H. The library board shall develop and recommend to the city council long-range plans for library service, consistent with city priorities and with state, regional and national goals for libraries. (Ord. 934 § 4, 1992)

2.20.050 Acceptance of gifts for library purposes.

Gifts of any real or personal property or funds donated to the library and accepted by the governing body shall be administered in accordance with each gift's terms, and all property or funds shall be held in the name of the city of Rainier. (Ord. 934 § 5, 1992)

2.20.060 Internal administrative policies and procedures.

The city recorder shall be the fiscal and internal administrative agent for the Rainier public library and the library shall operate in conformance with city administrative procedures including those pertaining to the following:

- A. Personnel, including recruitment, selection, classification and pay for library personnel.
- B. Receipt, disbursement, and accounting for monies.
- C. Maintenance of general books, cost accounting records, and other financial documents.
- D. Budget administration.
- E. Operation and maintenance of equipment and buildings. (Ord. 934 § 6, 1992)

2.20.070 Prohibited actions and penalties.

A. It shall be unlawful for any person to willfully or maliciously detain any library materials belonging to the Rainier public library for 30 days after notice in writing from the library director that the library material is past due. The notice shall bear upon it's face a copy of ORS Sections 357.975 and 357.990.

B. Violation for willful detention of library materials is punishable upon conviction by a fine of not less than \$25.00 nor more than \$250.00. Such conviction and payment of the fine shall not be construed to constitute payment for library material, nor shall a person convicted under this section be thereby relieved of any obligation to return such material to the library. (Ord. 934 § 7, 1992)

Mobile Version

Rainier City Library Behavior Policy

Purpose

The Rainier City Library (Library) endorses the principles documented in the American Library Association's Library Bill of Rights. To ensure that our Library operates in accordance with the Library's mission, the Rainier City Library has established Behavior rules and Policies(Rules) to protect the rights and safety of library patrons and staff members, preserve and protect the library's materials, facility and property.

These behavior rules shall apply to the building, interior and exterior (such building is hereafter referred to as the "premises), and to all persons entering in to or on the premises.

Behavior Rules

Any person who violates rules 1-5 while in or on library premises will be immediately ejected and excluded from Rainier City Library without first being given a warning. Any person so excluded shall lose all library privileges for a period of up to three years, and the incident will be reported to the appropriate law enforcement agency.

1. - Committing or attempting to commit an activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. - Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. - Engaging in sexual conduct, including, but not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
4. - Being under the influence of any intoxicating liquor or controlled substance, including marijuana and marijuana derivatives.
5. - Possessing, selling, distributing, or consuming any alcoholic beverage (except as allowed at a library approved event), marijuana, or any marijuana derivative.

Any person who violates rules 6-14 while in or on library premises will be given up to one warning at the discretion of library staff: then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from Rainier City library premises. Any person so excluded shall lose all library privileges for a period of up to one year.

6.- Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous behavior or talking.

7. - Using library materials, equipment, furniture, fixtures or building in a manner inconsistent with the customary use: such as a destructive, abusive or potentially damaging manner, or in a manner likely to cause personal injury to the actor or others.

8. – Disobeying the reasonable direction of a library staff member.

9. – Soliciting, petitioning, or distributing written materials or canvassing for political, charitable or religious purposes inside the library in a manner that unreasonably interferes with or impedes access to the library.

10.- Interfering with the free passage of the library staff or patrons in or on library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.

11. - Smoking or vaping.

12. - Consuming food or drink that creates a nuisance because of odor, garbage or spills. Non-alcoholic beverages in closed containers and small amounts of snack foods are allowed.

13. - Bringing animals inside the library buildings (with the exception of service animals) except as allowed at a library approved event.

14. - Violating the Library rules for acceptable use of the internet and library public computers.

Any person who violates rules 15-16 while in or on library premises will be given up to two warnings at the discretion of library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from Rainier City Library. Any person so excluded shall lose all library privileges for a period of up to six months.

15. - Sleeping in or on library premises.

16. - Using personal electronic equipment at a volume that disturbs others, including, but not limited to, pagers, stereos, televisions, tablets, and cellular telephones.

Any person who violates rules 17 and 18 while in or on library premises will be excluded from the premises until the problem is corrected.

17. - Entering the library with bare feet or a bare chest.

18. - Disturbing others because of offensive body odor.

Repeat Offenses

Individuals who repeatedly violate these Behavior Rules after having been previously excluded for library rule violations may face longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

Library Coordinator Report

December 30, 2021

Members of the library board;

I sent all board members a copy of the Code of Conduct on November 10, 2021, via email. I suggest changing the title of the document from, "Behavior Policy," to "Code of Conduct" as that is the documents designated title throughout Oregon libraries.

The libraries Facebook administrative controls were turned over to me on November 15, 2021. As of today, Dr. Hattrick is still managing the libraries' website.

The "Library Board Trustees," handbook is a publication from the state of Oregon and has not been updated since 2005. There is an electronic copy of the handback on file with the State Library and can be accessed via the State Library website. The electronic version is also from 2005.

The library has a new volunteer. Jenny S. started on Nov. 19, 2021. Jenny volunteers one to two times per week. She is a perfect fit. Two people inquired about substituting for the library but neither have completed and turned in the necessary paperwork. I had woman stop in the library on 12/21/21 and she is interested in becoming a sub/volunteer. I will follow up with her in January.

Tonya Higgins posted an ad on some social media sites looking for volunteers and substitutes. We did not have a great response and agreed we will try it again after the holidays.