



AGENDA

Library Advisory Board Meeting

6:00 PM - Wednesday, February 5, 2020

Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055

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1. ROLL CALL	
2. PRESENTATIONS	
2.1. Friends of Sandy Library	
3. APPROVAL OF MINUTES	
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4. NEW BUSINESS	
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No-Harassment Policy	
4.2. City Council Open House	
4.3. First Taskforce Meeting	
4.4. US Census	
5. OLD BUSINESS	
6. STAFF UPDATES	
7. ADJOURN	



MINUTES Library Advisory Board Meeting

**6:00 PM - Wednesday,
November 13, 2019**
Hoodland Library - 24525 E
Welches Rd

The Library Advisory Board of the City of Sandy was called to order on Wednesday, November 13, 2019, at 6:00 PM, in the Hoodland Library - 24525 E Welches Rd, with the following members present:

PRESENT: Board Member Blanca Doroteo, Board Member Heather Michet, Board Member Lynn Freeman, Board Member Lynne Pollard, and Board Member Kathleen Draine

EXCUSED: Board Member Dale Scobert and Board Member Jeri McMahan

**STAFF/LIAISON
PRESENT:** Library Director Sarah McIntyre and Councilor Bethany Shultz

AUDIENCE MEMBERS:

1. ROLL CALL

1.1. Guests:

Desiree Rogers

Desiree introduced herself and expressed interest on being on the Library Advisory Board.

2. NEW BUSINESS

2.1. Recommending Task force Members to City Manager

About the Library District (and Taskforce):

- 2008 Ballot Measure passed to fund Library District at \$.39/1000 of assessed

- value
- 10 years into the Library District - funding level is becoming problematic - Expenses rising faster than funding
- Sandy was able to balance budget during this current budget cycle through attrition of staff
- Both unincorporated and City population is growing
- New funding could possibly come through a new permanent rate or a levy
- Clackamas County Commissioners created Task Force to get stakeholders in the room to resolve questions related to Services, Funding, and Governance
- Sarah is a non-voting member on the Task Force and all Subcommittees as the Chair of the County Library Directors Group
- Network Office will send an email with the date of the first informational meeting of the Task Force

After Discussion - Task Force Members to recommend to Jordan Wheeler:

- Task Force - Sarah McIntyre, Jordan Wheeler
- Services Subcommittee - Heather Michet, Lynne Pollard
- Finance Subcommittee - Tyler Deems, Lynne Pollard
- Governance Subcommittee - Kathleen Draine, and TBA (since this meeting date Dale Scobert has been appointed)

Kathleen Draine made a motion Send Recommendations to Jordan Wheeler. Lynne Pollard seconded the motion. CARRIED. unanimously.

Kathleen Draine made a motion that the Board ceded full responsibility to Jordan Wheeler to substitute Task Force Members where and when needed. Heather Michet seconded the motion. CARRIED. unanimously.

3. OLD BUSINESS

4. STAFF UPDATES

4.1.

Paying fines online

- This item is currently being worked on by the County Treasurer. We are making progress, and hope to have this up and running District - Wide in the next 6 months.
- Current fine revenue for Sandy and Hoodland is about \$30,000/year

5. ADJOURN

5.1.

7:26pm



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday,
September 4, 2019
Sandy Public Library, 38980
Proctor Blvd, Sandy OR
97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, September 4, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055, with the following members present:

PRESENT: Board Member Jeri McMahan, Board Member Lynn Freeman, Board Member Lynne Pollard, and Board Member Kathleen Draine

EXCUSED: Board Member Blanca Doroteo, Board Member Dale Scobert, and Board Member Heather Michet

**STAFF/LIAISON
PRESENT:** Library Director Sarah McIntyre and Councilor Bethany Shultz

AUDIENCE MEMBERS:

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
 - 2.1. Meeting Minutes

Minutes approved with typo corrections.
[Library Advisory Board - 05 Jun 2019 - Minutes - Pdf](#)
3. **NEW BUSINESS**
 - 3.1. Collection Development Policy

- Insert The following at the beginning of the 2nd paragraph - under section C. Material Selection
 - For the purposes of this policy, “materials” may include, but are not limited to: books, magazines, newspapers, music, video, and other information in both physical and electronic formats.

3.2. Library of Things Guidelines

- Insert Library of Things Collection Development Guidelines as the penultimate paragraph of section C
- There will be no waiver for Library of Things, rather a disclosure of financial responsibility
- We expect some wear and tear on Library of Things items. This will be closely monitored by the library.
- Collection may be replenished through fund raising in the future

4. OLD BUSINESS

4.1. LDAC Update

- Kathleen Draine gave an update on the planning efforts for Oak Lodge and Gladstone Libraries. Timeline unknown.
- Annual Progress Report forms for Libraries for 2017-2018 and 2018-2019 Fiscal Years is closer to being finalized
- Next Meeting of LDAC is September 23rd.

4.2. Taskforce Update

- There is a revised timetable for first meeting. It will likely take place in January.
- Kathryn Kohl and Greg Williams will be presenting the Task Force to Sandy City Council on October 7th. Please attend if you can.

5. STAFF UPDATES

5.1. Updated list of Library Advisory Board Members

- This list was passed out to members. We have a full Library Advisory Board!
- Next Meeting set for November 13th at Hoodland Library.

6. ADJOURN



MINUTES Library Advisory Board Meeting

6:00 PM - Wednesday, June
5, 2019

Sandy Public Library, 38980
Proctor Blvd., Sandy, Oregon
97055

The Library Advisory Board of the City of Sandy was called to order on Wednesday, June 5, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd., Sandy, Oregon 97055, with the following members present:

PRESENT: Board Member Heather Michet , Board Member Lynn Freeman, and Board Member Kathleen Draine , Board Member Lynne Pollard

EXCUSED: Blanca Doroteo, Jeri McMahan, City Council Liaison Bethany Shultz

STAFF/LIAISON Chris Wilhelmi, Assistant Library Director
PRESENT: Maureen Houck, Librarian

AUDIENCE MEMBERS:

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. Meeting Minutes

We reviewed the minutes from May.

3. NEW BUSINESS

3.1. Feedback - LINCC Strategic Plan

Provide Equitable Access

- E-card for accessing digital materials. Allows patron to place holds on books without current library card, must come into library and get actual card. Other

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libraries are currently using system.

- Books by mail (Oak lodge currently running program). Would like to centralize from Network office to serve home bound patrons.
- One barrier to access is fines. Eliminate fines for kids on kid's materials? Would parents abuse kids cards? Possibility of creating a charitable fine pool governed by each library? \$25.00 fine limit keeps patrons from checking out material.
- Open Plus - key card entry allows people to use services before/after hours. May be good for Hoodland.

Commit to Youth

- Improve link and tie-ins with schools and nonprofits.
- Would need a new employee to coordinate youth services throughout the county, adding to the core staff of LINCC. WCCLS has a much larger network staff, that includes a similar position.

Connect Communities

- Utilize the Equity, Diversity, and Inclusion committee

Enhance User Experience

- Public relations and promotion is well covered in Sandy, but we need more county-wide promotion.

Ensure Sufficient Funding

- Add the word level to staff assessment.

Additionally:

- Would like to see an imperative added that addresses adequate facilities.
- Currently some programming at Sandy and Hoodland is over fire occupancies limits. How to present to City Managers an other stakeholders? What is the Standard to use? Facilities are a capitol issue.
- Also need to insure funding for professional personnel. OLA has standard for professional personnel needed for demographics.
- Programming was named in imperatives, but not specifically named in initiatives.
- Sandy Connect a private organization in Sandy that coordinates partnerships between different City programs ie, Ant Farm is one of those organizations. DHS cases meet at Library on walk-in basis. We need good coordination and still retain local identity.
- County pays for LINCC network office.

4. OLD BUSINESS

4.1. Task Force

Kathleen Draine reported on the current status for the Task Force (see Policy Session Worksheet)

Task force approved by County Commissioners with:

Increased core / umbrella committee to 29 people

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Increased service committee to 29 people
Increased funding committee to 29 people
Increased governance committee to 29 people

This process has 3 intended meetings per committee before reporting back to the umbrella committee.

Elected officials removed themselves from the process

This summer/fall is the education /outreach phase on how the library district was formed and functions.

Meetings will begin in the fall.

5. STAFF UPDATES

5.1. Apply for Library Board positions

6. ADJOURN

No Harassment Policy

The City of Sandy prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, City of Sandy prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with the Human Resources Manager, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Sandy–related or –sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Sandy's employees. ***Such harassment is prohibited whether committed by City of Sandy employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is “welcome”), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Sandy policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

No Harassment Policy

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Sandy property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of the Human Resources Manager or City Manager, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Sandy's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Sandy will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Sandy's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Sandy cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Sandy, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

No Harassment Policy

Protection Against Retaliation

City of Sandy prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to the Human Resources Manager or City Manager or any supervisor or member of management. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Sandy provides an Employee Assistance Program (EAP) through Cascade Centers to employees and dependents who are enrolled in City of Sandy's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to www.cascadecenters.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Sandy cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience. The City of Sandy is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Sandy to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Sandy regarding his/her experience and/or employment status, the employee should contact the Human Resources Manager. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Sandy and employee do reach an agreement, the City of Sandy will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Sandy or making comments that would lower the City of Sandy in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Sandy and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

Adopted: December 30, 2019

Effective: January 1, 2020

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