



AGENDA

Library Advisory Board Meeting

6:00 PM - Wednesday, May 20, 2020
Zoom

Page

1. ROLL CALL

1.1. Zoom Call information for attendees

You are invited to a Zoom webinar.

When: May 20, 2020 06:00 PM Pacific Time (US and Canada)

Topic: Library Advisory Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88169065962>

Or iPhone one-tap :

US: +12532158782,,88169065962# or +13462487799,,88169065962#

Or Telephone:

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Webinar ID: 881 6906 5962

2. NEW BUSINESS

2.1. Terms of Library Advisory Board Members

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[LIBRARY ADVISORY BOARD MEMBER TERM UPDATES](#)

2.2. Sandy and Hoodland Libraries reopening plan

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[Sandy and Hoodland Libraries reopening plan](#)

3. OLD BUSINESS

4. STAFF UPDATES

4.1. Online presence and virtual programs

5. ADJOURN

LIBRARY ADVISORY BOARD: MEMBER TERM UPDATES

May 20, 2020

BACKGROUND

City staff are currently conducting a review of the City’s boards and commissions to ensure that member terms are accurate and consistent. This review began with the Planning Commission and is now moving on to look at the other advisory bodies. Below are the standard provisions for board and commission seat terms:

- Seat terms are four years in length, starting New Year’s Day and ending New Year’s Eve (eg: 1/1/2018 through 12/31/2021).
- Members appointed to boards and commissions by the City Council are assigned one of the seats and serve until the expiration of the seat’s term. This means if a member is appointed mid-term to fill a vacancy, that member might serve for less than four years.
- Near the conclusion of a seat’s term, the upcoming vacancy is advertised by the City and applications are collected from individuals wishing to serve. Those currently serving in the seat are welcome to reapply for another term if they wish to continue. Appointment decisions are made by the City Council.
- Board seat terms should exist in two staggered cohorts. Approximately half of the seats on a board should be assigned the same term beginning and end date, while the other half share a different beginning and end date. This will avoid possible turnover of the entire board at any one time.

CHALLENGE TO ADDRESS

After staff review of records, it appears that practice has been to appoint Library Advisory Board members to four-year terms, beginning in the fiscal year rather than calendar year, and to stagger term endings more than necessary.

This table shows the member and appointment information that is available for the six current members of the Board:

CURRENT ADVISORY BOARD MEMBERS AND TERMS OF OFFICE

Member	Service Area	Date(s) of Appointment	End of term(tern #)
Jeri McMahan	Hoodland	7/2009	6/30/2021(3)
Lynne Pollard	Hoodland	7/2019	6/30/2023
Blanca Doroteo	Sandy (City resident)	2/2019	6/30/2021
Heather Michet	Sandy (City resident)	12/2016	6/30/2020
Kathleen Draine	Sandy (Unincorporated)	2/2018	6/30/2023
Dale Scobert	Sandy	7/2019	6/30/2022
OPEN SEAT	Sandy (Unincorporated)		6/30/2020

RECOMMENDATION TO COUNCIL

To resolve the challenge listed above, the most prudent path forward is to start fresh with a new set of term periods. Staff intends to recommend that the City Council assign the current members of the Library Advisory Board to specific individual seats. Staff will recommend that members who had terms ending earliest be assigned to seats with earlier term start dates. The proposed seats and terms are displayed in the table below. As noted above, members are welcome to reapply at the conclusion of their seat’s term if they wish to continue serving.

PROPOSED SEAT TERMS

Seat #	Term End	Board Member
1	12/31/2021	Heather Michet
2	12/31/2021	Jeri McMahan
3	12/31/2021	Blanca Doroteo
4	12/31/2022	Lynne Pollard
5	12/31/2022	Kathleen Draine
6	12/31/2022	Dale Scobert
7	12/31/2022	OPEN POSITION

Sandy and Hoodland Public Libraries reopening plan

Phase 1 - (based on the Governor's phased reopening plan)

- Libraries remain closed to the public.
- Quarantine all returned materials for at least 72 hours
- Curbside Pick Up of Holds continues (Max 36 appointments/day at Sandy, 12 at Hoodland)
- Fill holds from local library collection only
- Procure barriers, signage, ground decals (physical distancing and one way arrows for aisles)
- Have additional staff in the building at Sandy (only 1 in a given area, physical distancing, wearing masks)
- Allow limited volunteer help at Sandy (eg. processing materials) (only 1 in a given area, physical distancing, wearing masks)
- Remove almost all furniture from the building in preparation for phase 2

Phase 2

- Libraries open with capacity limitation to maintain physical distancing (limit capacity to 25 patrons/staff at Sandy, 6 at Hoodland)
- Encourage returns
- Fill holds from all LINCC library collections
- Employees to wear face coverings/masks
- Public advised/recommended to wear face coverings/masks
- Encourage families with kids - only 1 person enter the library
- Barriers are in place, signage and ground decals
- Move self checkout machines to the back of libraries (Sandy - where the PACs are currently located in the adult fiction and Graphic novel areas, Hoodland into the Community Room). Staff member stationed nearby to assist with checking items out. Possible ESOL and reading tutoring by appointment in the fireplace room at Sandy (with barriers in place on table), Hoodland in Community Room?
- Triage desks at front doors of libraries
 - Bring holds out to people
 - Look up call numbers so people know exactly where they need to go
 - Make sure everyone knows their library card # and PIN
 - Answer information questions
 - Check out clean keyboards/mice at Hoodland
 - Direct people to back Community Room door for computer use at Sandy
- Kids/Magazine areas still closed at Sandy (staff retrieve items for people)
- Desk outside of back Community Room door at Sandy
 - Computers moved to Community Room with physical distancing at Sandy, at Hoodland 1 computer per alcove (= 2 users at a time)
 - Half of computers available by appointment, other half on first come first served basis
 - Check out clean keyboards/mice to people - have someone at exit to the Community Room to accept used mice/keyboards and clean them
 - Clean monitor, computer boxes, printer, and chairs at end of each evening
 - Free printing
- All traffic from library and Community Room to exit through the doors by the restrooms at Sandy, through the back Community Room door at Hoodland

Phase 3

- Open entire library for usage - including Friends of the Library items for purchase
- Bring back some furniture
- Use Computer areas for computers
- Main entrance is only exit
- Library of Things items can be returned and checked out
- Limited in-person programming? (may still need Community Rooms to quarantine materials)