



AGENDA

Library Advisory Board Meeting

6:00 PM - Wednesday, November 4, 2020
Zoom

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3.3. Facebook as a dissemination platform	
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5. STAFF UPDATES	
5.1. Next steps in reopening the libraries	
5.2. How current services are being utilized	
6. ADJOURN	



MINUTES Library Advisory Board Meeting

6:00 PM - Tuesday, August
11, 2020
Zoom

The Library Advisory Board of the City of Sandy was called to order on Tuesday, August 11, 2020, at 6:00 PM, in the Zoom, with the following members present:

PRESENT: Board Member Blanca Doroteo, Board Member Dale Scobert, Board Member Heather Michet, Board Member Jeri McMahan, Board Member Lynne Pollard, and Board Member Kathleen Draine

EXCUSED:

**STAFF/LIAISON
PRESENT:** Library Director Sarah McIntyre

AUDIENCE MEMBERS:

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**

- 2.1. Meeting Minutes

June meeting minutes - section 3.1 Kathleen Draine asked a clarifying question. Add comma after formula - with to be reviewed at the next meeting.

Kathleen Draine made a motion to approve as ammended Heather Michet seconded the motion. CARRIED. unanimously.

3. **NEW BUSINESS**
 - 3.1. Statement against Racism

Suggestions:

- Rather than coming from staff come from the Sandy and Hoodland Libraries.
- Start with "In support of the City Council resolution on Anti-racism..."
- Leave out personal language, i.e. "We share the nation's anger..."
- Keep the focus on education.

Sarah will redraft the statement and send out by email for further discussion and approval.

3.2. LGBTQIA+ Statement

Suggestions:

- Rather than coming from staff come from the Sandy and Hoodland Libraries.
- Release statements concurrently once anti-racist statement is approved.

4. OLD BUSINESS

4.1. LDAC Reports - Updated

Reviewed the updates.

Section 2.42

- add "without the County providing a permanent building"
- add "to remodel a new leased space"
- update to clarify debt service: Principal amount was \$800,000, and debt service began in 2012.
- remove redundant "in"

Section 2.55

- typo "contributes"
- other City Departments, (add comma)
- Add a period at end of 3rd line. The overhead burden of each department.

5. STAFF UPDATES

5.1. More virtual programming

- Coffeehouse musician for September, Boring Brewing showing livestream and offering a discount on crowlers.
- Working with the Master Gardeners for some virtual gardening programs.
- Friends not able to supply any further funding until booknook sales start again.
- Heather Michet mentioned that we need to get messaging out from the Friends and the City about budget.

6. ADJOURN

Pandemic - Face Mask Policy

For purposes of this policy, "Library" is defined as indoors of both the main library and the community room/computer area.

It is the policy of the Sandy and Hoodland Libraries to follow the Oregon state requirement for masks and face coverings to be worn in all indoor public spaces and outdoor public spaces when physical distancing is not possible. In support of the health and safety of all those who enter the library, all patrons and staff (except children under the age of five) must wear a face mask covering their nose and mouth while in the public areas of the Library. Disposable face masks will be provided for those that do not have their own.

People with a disability or medical condition may request accommodation from the library if they cannot wear one. Accommodation will be to provide services outside the library i.e. curbside delivery of holds, printing, and seeds. Reference work and reader's advisory by phone or outside the building with physical distancing. Refusing to follow the mask requirement will be considered a violation of the Library's Code of Conduct, and patrons may be asked to leave the building.

CITY OF SANDY

BOARDS AND COMMISSIONS CODE OF CONDUCT

SCOPE

This Code of Conduct provides a framework to guide members of boards and commissions in their actions. The Code of Conduct operates as a supplement to existing statutes, including (but not limited to) Oregon ethics laws.

Advisory boards, commissions, and committees are referred to generally as “boards” in this code; members of boards, commissions, and committees are referred to generally as “board members.”

BOARD MEMBER CONDUCT

This section describes the manner in which board members will treat one another, other City officials (elected and appointed), members of the public, and City staff.

Board Conduct During Meetings

- Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to particular points of view, and criticism of ideas and information are legitimate elements of democratic governance. However, this does not allow board members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Avoid personal comments that are intended to, or could reasonably be construed to, purposefully offend others. If a board member is offended by the conduct or remarks of another board member, the offended board member is encouraged to address the matter directly with the offending board member at the earliest opportunity and work toward an amicable resolution.

Board Conduct Outside Public Meetings

- Continue professional and respectful behavior outside of public meetings. Board members are viewed by the public as representatives of the City. As such, the same level of decorum and consideration for differing points of view deemed appropriate for board meeting deliberations (outlined above) should be maintained in other public settings and private conversations, particularly when discussing City business, City officials (elected and appointed), members of the public, and City staff.

- Practice courtesy, civility, and respect when participating in social media forums. Provide accurate information, speak truthfully, and represent the views and positions of the City, the Council, and other individuals forthrightly and in good faith.
- Be aware of the public nature of written notes, calendars, voicemail messages, emails, and social media posts. All written or recorded materials created as part of one's official capacity can potentially be considered public records under Oregon law.
- Understand proper political involvement. Board members, as private citizens, may support political candidates or issues, but such activities must be undertaken separately from their role as a board member.

Board Conduct with the Public

- Be welcoming to speakers at public meetings and treat them with respect. For many citizens, speaking in front of a board is a new and difficult experience. Board members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful, and professional.
- Make no commitments on behalf of the board in unofficial settings. Board members are sometimes asked to explain a board action or to give their opinion about an issue as they meet and talk with citizens. It is appropriate to give a brief overview. Overt or implicit commitments that the City will take specific actions, however, are to be avoided.

Board Conduct with City Staff

- Respect the professional duties of City staff. Board members should refrain from disrupting staff from conducting their duties; participating in administrative functions, including directing staff assignments; attending staff meetings unless requested by staff; and impairing the ability of staff to implement policy decisions.

BOARD MEMBER VALUES

The individual attitudes, words, and actions of board members should reflect the values of respect, integrity, and service to the community.

RESPECT

To show respect to others, board members are expected to:

- Treat board members, City officials (elected and appointed), members of the public, and City staff with patience, courtesy, and civility, even when they disagree on what is best for the community.
- Conduct themselves in a professional, courteous, and respectful manner at all times.
- Be honest with fellow board members, the public, and others.

INTEGRITY

To demonstrate integrity as a public official, board members are expected to:

- Make independent, objective, fair, and impartial judgments and avoid relationships and actions that give the appearance of compromising objectivity, independence, and honesty.
- Adhere to Oregon ethics law requirements regarding gifts, services, or other special considerations, as regulated by the Oregon Government Ethics Commission.
- Excuse themselves from participating in decisions when their financial interests may be affected by the board's action.
- Use public resources, such as staff time, equipment, supplies, or facilities, only for City-related business and only with authorization from the City Manager or applicable Department Director.
- Protect confidential information concerning litigation, personnel, property, or other affairs of the City.

SERVICE

To serve the public effectively, board members are expected to:

- Review materials provided in advance of the meeting.
- Make every effort to attend meetings. If attendance is not possible, communicate absences with the board chair.
- Be prepared to make difficult decisions when necessary.

- Respect the distinction between the roles of citizens, elected officials, appointed board members, and staff.
- Promote meaningful public involvement in decision-making processes.
- Make decisions after prudent consideration of their long-term impacts to the community.

ACCOUNTABILITY

To ensure public confidence in the integrity of the City of Sandy, board members are held to a high standard. For this reason, the City Council believes the Code of Conduct is as important to the public process as other rules and procedures. It is recognized that there may be times when action is required to correct and/or prevent behavior that violates the Code of Conduct.

Early recognition of the questioned conduct is encouraged, and progressive counsel may occur with the board member (though it is not required). The City Council reserves the right to remove board members at its discretion.

IMPLEMENTATION AND CERTIFICATION

All board members will be given a copy of the Code of Conduct and will be required to affirm in writing that they have received the code, understand its provisions, and pledge to conduct themselves by the code. The City Council may choose to review and update this code in the future to ensure it remains effective and useful.

CODE OF CONDUCT CERTIFICATION

As a member of a City of Sandy board, I affirm that:

- ✓ I have read and understand the Sandy Code of Conduct for members of Boards and Commissions, and I understand its application to my role and responsibilities while serving on a City Board.

- ✓ I pledge to conduct myself by the Sandy Boards and Commissions Code of Conduct.

- ✓ I understand that the City Council may remove me from my position if my conduct falls below these standards.

Print Name: _____

Signature: _____

Signed this _____ **day of** _____, **20**_____

Board / Commission Appointed to: _____