

**DRAFT Minutes**

**Newberg Public Library Board  
March 19, 1992**

**Present**

**Board Members**

**Kate Copenhaver  
Dorothy Rogers  
Marvin Krueger  
Linda Budan  
Elaine Smith**

**Staff**

**Duane Cole  
Carol Foutts**

**Other**

**Bonnie Arbogast**

The meeting was called to order at 7:05 p.m. by Vice Chair Dorothy Rogers.

Motion : Rogers/Krueger to accept the consent calendar. Motion carried.

**ACTION ITEMS:**

**Confidentiality procedures for handling requests for patron information:** The Interim Director reviewed the proposed procedures for handling circulation records and patron information as outlined by Doreen Turpen and the Confidentiality Committee. Procedures adopted in June 1991 for handling requests for circulation records are as follows:

- \* Library staff shall not disclose information regarding patron circulation records and shall inform any requestor that this information is confidential.
- \* Further inquiries shall be directed to the local library director and then to the CCRLS Administrator.
- \* No disclosures shall be made on verbal requests. Written requests shall be submitted to the Library Director or to the CCRLS Administrator.
- \* Written requests, court orders, subpoenas, etc. shall be dealt with under the advice of City Attorneys working with CCRLS legal staff.

Changes to cover patron records are as follows:

- \* The CCRLS contract shall add "patron records" as exempt from disclosure.
- \* Reference the exemption to ORS 192.502 (2) (personal privacy exemption).
- \* Identify a "records officer" for CCRLS (the CCRLS Administrator). This person has the final determination on whether a record should be released or not.
- \* Local library directors (or other person at the local level who is designated as the local records officer) makes the recommendation for approval or disapproval of requests for disclosure of either patron records or circulation records. That recommendation is forwarded to the CCRLS records officer for final approval or disapproval.
- \* In addition to CCRLS contract language and a PYM approved procedure, each will have in its policies a statement supporting confidentiality of circulation and patron records and referencing the CCRLS contract.
- \* Intention is to prevent automatic access by individuals to the records of other individuals in order to protect the safety and security of those who make use of the CCRLS libraries. In cases where personal privacy is not an issue (e.g. bulk mailings), the law allows for disclosure and the language of the contract will still

**Motion:** Krueger/Smith to accept the proposed procedure for handling requests for circulation records and patron information as designated by Doreen Turpen and the Confidentiality Committee. Motion carried.

PYM has discussed and agreed upon the intent of the procedures; CCC legal department has drafted changes to the contract; discussion with Newberg City Manager and Newberg Library Board has been completed.

**LIBRARIAN'S REPORT:** No additions were made to the written report that was distributed at the meeting.

**INFORMATION/CORRESPONDENCE:** The City Manager reviewed the Director interview agenda: Refreshments would be served in the Austin Meeting Room beginning at 5:30pm on Thursday after tours of the city and the library had been completed by the candidates. Library Board Members, City Council Members, City Department Heads, Friends of the Library, Library Foundation members, Library staff and any other interested citizens would have this opportunity to ask questions of the candidates until 7pm. On Friday, each candidate would arrive 30 minutes prior to their formal interview in order to complete an essay question. Interviews would begin at 9am and those persons on the interview panel should plan to arrive at 8am for a briefing as well as coffee and muffins. Each interview would take about an hour then a break for lunch with one interview scheduled after lunch. If there is no consensus after the formal interviews for a clear selection, there would be a conference call made on Monday by the City Manager to include the panelists.

A short video highlighting the "Seeds of Change" traveling exhibit that will be on display at Oregon State Library April 11- May 10 was shown.

**ADJOURNMENT:** There was no further business. The meeting adjourned at 8:10pm.

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Carol Foutts, Interim Library Director