



## Multnomah County Library Advisory Board

**April 11, 2023**

**5:00 - 6:30 pm**

**Virtual Meeting**

**Join via Google Meet**

[meet.google.com/wic-ckkj-fmb](https://meet.google.com/wic-ckkj-fmb)

**Join via phone**

502-482-5807

PIN: 930 041 064#

### Meeting Agenda

| Time        | Item  | Facilitator/<br>Presenter |
|-------------|---|---------------------------|
| 5:00 - 5:15 | <b>Welcome + Check-In</b> <ul style="list-style-type: none"><li>• Introduction of any guests and folks joining via phone</li><li>• Warm-up breakouts: <i>If you were to teach one subject or skill, what would it be?</i></li><li>• Approve March meeting minutes</li></ul> | <b>Clare</b>              |
| 5:15 - 5:30 | <b>Updates from Library Director + Discussion</b> <ul style="list-style-type: none"><li>• Highlights from <i>Director's Report</i> and discussion (Vailey)</li></ul>  | <b>Vailey</b>             |
| 5:30 - 6:15 | <b>Review and Vote to Approve FY24 CBAC Memo</b>  | <b>All</b>                |
| 6:15 - 6:25 | <b>Workgroup Updates</b> <ul style="list-style-type: none"><li>• Membership</li><li>• Strategic planning</li></ul>  | <b>All</b>                |
| 6:25 - 6:30 | <b>Any Action Items + Closing</b> <ul style="list-style-type: none"><li>• Group announcements (if any)</li></ul>  | <b>All</b>                |

**Upcoming Meetings:**

5:00-6:30 pm on May 9

# Library Advisory Board Norms

*Last updated September 2022*

## Meeting Planning and Communication

- Meeting materials should be shared the week prior to the meeting.
- If you have ideas for topics for a meeting, let LAB co-chairs or Maddelyn know.
- If issues come up between meetings, email the board to start a discussion. We can call a special meeting if needed.
- Everyone is welcomed and encouraged to share feedback with the LAB co-chairs or staff liaison before, during, or after a meeting.

## Discussions

- Step up and step back - make sure everyone has an opportunity to speak and avoid dominating conversations.
- Allow one person to talk at a time and avoid having side conversations (use chat instead).
- Assume that everyone is speaking and acting with best intentions.
- Respect the opinions and perspectives of others.

## Digital Meetings

- Assume there will be technology issues and be patient with each other.
- Remember that tone can be difficult to judge in digital spaces.
- Use the chat box to give encouragement and support!
- Use the chat box to ask questions during presentations.