# Multnomah County Library Advisory Board

**February 9, 2021**  
4:00 - 6:00 pm  
Virtual Meeting

**Join via Google Meet**  
meet.google.com/wic-ckkj-fmb  

**Join via phone**  
502-482-5807  
PIN: 930 041 064#

## Meeting Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Facilitator/Presenter</th>
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| 4:00 - 4:15 | **Attendance + Check-In**  
- Roll call  
- Introduction of guests  
- Check-in breakout groups  
  - *What social media platform do you use (or avoid!) most?* | Quinn |
| 4:15 - 4:20 | **LAB Chair’s Report**  
- Approval of January Meeting Minutes  
- Review Group agreements | Quinn |
| 4:20 - 4:30 | **Library Director’s Report + Discussion**  
- Questions/discussion of Board Brief | Vailey |
| 4:30 - 5:15 | **Budget/CBAC Session #2**  
- Please review memo from Jeff ahead of time.  
- Topics: Budget forecast; variable costs | Don Allgeier / Jeff Renfro |
| 5:15 - 5:20 | **Break**                                           |                             |
| 5:20 - 6:00 | **Workgroup Breakouts**                           | All                         |

**Next Meeting:**  
February 9  
4:00 - 6:00pm (virtual)
Library Advisory Board Meeting Norms

Last updated October 13, 2020

Meeting Planning and Communication

- Meeting materials should be shared the week prior to the meeting.
- If you have ideas for topics or ideas for a meeting, let the LAB chair 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 chair 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 time and avoid having side conversations.
- 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.