



Multnomah County Library Advisory Board

July 12, 2022

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/ Presenter
5:00 - 5:05	<b>Welcome + Check-In</b> <ul style="list-style-type: none"> <li>Introduction of any guests and folks joining via phone</li> <li>Approve May meeting minutes</li> </ul>	Clare
5:05 - 5:30	<b>Welcoming Activity</b> <ul style="list-style-type: none"> <li>Odd Expertise Show &amp; Tell: Share your "odd" expertise</li> </ul>	Maddelyn
5:30 - 5:50	<b>Updates from Library Director + Discussion</b> <ul style="list-style-type: none"> <li>Highlights from <i>Director's Report</i> and discussion</li> </ul>	Vailey
5:50 - 6:10	<b>Group Norms</b> <ul style="list-style-type: none"> <li>LAB's recent history and goals</li> <li>Review and update group norms (p2 of this doc)</li> </ul>	Lizzie & Clare
6:10 - 6:30	<b>Any Action Items + Closing</b> <ul style="list-style-type: none"> <li>Review upcoming meetings and plans</li> <li>Group announcements (if any)</li> </ul>	Maddelyn

**Upcoming Meetings:**

August 9 at 5:00-6:00 pm - Orientation with new members (virtual)

August 11 at 6:00-8:00 pm - Potluck Social

September 13 at 5:00-6:30 pm - Full LAB meeting (virtual)

# Library Advisory Board 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.