



City of Independence

Library Board
Monday, March 23, 2026 @ 5:00 PM
Independence Public Library

(see agenda footer for meeting attendance information)

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
 - 3.1. Regular Meeting 02/23/2026
4. **Director Report**
5. **Committee Reports**
 - 5.1. Friends of the Library
 - 5.2. Advocacy and Promotions
6. **Board Business**
 - 6.1. Training - Public Records and Public Meetings
7. **Unfinished Business**
8. **New Business**
9. **Adjournment**

Meeting Attendance Information:

The Library Board will hold this meeting in-person in the Library meeting room, via video conference (Zoom) or by phone.

- To attend in person, the Library at 175 Monmouth St.
- For Zoom login visit:
<https://us06web.zoom.us/j/81093392209?pwd=1BGiE5hffhSX2QbRUgD8wYhjWY0fpv.1>
- To participate in the meeting **by phone, dial US: +1-253-215-8782** and enter **Webinar ID: 810 9339 2209** and **Passcode: 691538**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 72 hours in advance of the meeting to Myra Russell, City Recorder, 503-838-1212/TTY: 800-735-2900.

**Independence Public Library Board Meeting
February 23, 2026 – 5:00 pm
DRAFT Minutes**

Board Members Present: Diana Lindskog, Kevin Hamlin, Tristin Thomas, Bradley Karkanen, Vickie McCubbin, Nathan Christensen, Margie Johnson, Bill Boisvert (City Council Liaison), Patrick Bodily (Library Director).

Minutes from the January 29, 2026 Library Board meeting were read and approved. Motion by Kevin Hamlin, second by Diana Lindskog. Motion passed by all Board members present.

Library Director Report:

- Patrick updated the library board on the library's work with outside organizations including the University of Montana and the Oregon State Library.
- Patrick provided an update on the facilities, including the status of putting items up on the Government Bid Sale for surplus items.
- The board looked over circulation and programming attendance, including an update on the Coding Club.
- Patrick went library programs and events for the next month.

Committee Report – Friends of the Library

- Bradley gave an updated amount of Friends fundraising.
- The Friends will be hosting an event at the Heritage Museum on Saturday, February 28.

Committee Report – Advocacy and Promotion Committee

- The Committee is focusing on soliciting Public Comments for the first meeting for the City's Budget Committee this year. They are working on a handout that provides a primer for those who are interested in providing comment.

Board Business

- The Library Board reviewed the Lending Guidelines policy and approved them as currently written. Motion by Bradley Karkanen, second by Vickie McCubbin. The motion passed by all Board Members present. Patrick noted that this is currently undergoing changes at the CCRLS level and he will bring back any changes to the board once it has been completed.

New Business

- Patrick will prepare with Nathan prior to the March meeting to determine what the training in March will be.

The meeting was adjourned at 5:34 pm.

Public Records and Public Meeting FAQ –

Source: <https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/>

Public Records

What is a public record?

With a few exceptions, all government records of any kind are considered public records. A public record is any writing with information about the conduct of public business that is prepared, owned, used or retained by a public body.

Who is subject to Public Records Law?

The law applies to every public body, including every state officer, agency, department, bureau, board, and commission, as well as every county and city governing body, school district, special district, municipal corporation, or any board, department, commission, council or agency thereof.

How do I request a public record?

You must make a public records request to the government agency or official who has or controls the record. You may submit your request in writing, including email. All public bodies in Oregon must have a written procedure for making public records requests. You may submit a Public Records Request electronically for records in the possession of the Oregon DOJ.

Can a government agency charge citizens for copies of public records?

Public agencies may charge a fee to recover the cost of fulfilling a records request. You may be required to cover the costs of compiling records up front. Fees are sometimes waived or reduced if doing so is in the public interest. You can appeal a public agency's refusal to waive the fee.

Are all public records subject to disclosure?

Most public records are subject to disclosure, but there are exemptions. Records related to an active criminal investigation are exempt from disclosure until the case is resolved. Confidential communications between government officials and government lawyers are also exempt from disclosure. Public agencies that deny public records requests must show that their denials are consistent with the law. For a list of exemptions and a discussion of their application, visit the [Attorney General's Public Records and Meetings Manual](#).

What can I do if a government agency denies my request for public records?

If a state agency has denied your request for public records, you may file an appeal to the Oregon Attorney General using the [Petition For Public Records Order](#). Denial by a

local government must be appealed to the county District Attorney. If your appeal is denied, you may file a lawsuit challenging the ruling in Circuit Court.

What can I do if my records request is denied by an elected official?

If an elected official denies your request for public records, you cannot appeal to the Attorney General or District Attorney. To challenge the decision, you must file the lawsuit in Circuit Court.

Public Meetings

What is a public meeting?

A public meeting is any meeting conducted by a state, regional or local governing body to decide or consider any matter.

What agencies are required to hold public meetings?

The public meetings law applies to the governing body of any state agency, regional government, city, county, school district, special district or municipal corporation. It also applies to their subcommittees.

What are the notice requirements for public meetings?

A governing body must give appropriate notice to inform all interested parties about the time, place and agenda of public meetings.

Can public meetings be conducted by telephone or other electronic means?

Public meetings may be conducted electronically as long as the public has adequate notice and access.

Can members of the public be excluded from a public meeting?

A meeting can be closed to the public if a governing body goes into Executive Sessions. Executive Sessions are designed to allow a public body to have confidential discussions, but all decisions must be made in public. Journalists may attend most Executive Sessions, but cannot report or broadcast what is said. For a list of exempt meetings and reasons for Executive Sessions, see the [Attorney General's Public Records and Meetings Manual](#).

What are the rules for keeping minutes?

Public bodies must keep a record of their public meetings. Written minutes, audio and video recordings are acceptable. Minutes must include the members present, all motions, resolutions, votes taken and the substance of any discussion.

How does the public enforce violations of the Public Meetings Law?

If you believe that a public body has violated the Public Meetings Law, you can file a lawsuit in Circuit Court. If you believe that a public official has violated Executive

Session provisions of the law, you may file a complaint with the Oregon Government Ethics Commission

Note: This summary is not intended to be complete and is not legal advice or an opinion of the Attorney General. For more information, see the official [Attorney General's Public Records and Meetings Manual](#).