



CITY OF OREGON CITY LIBRARY TEEN ADVISORY COMMITTEE AGENDA

Community Room, Oregon City Public Library, 606 John Adams St, Oregon City
Sunday, September 21, 2025 at 2:30 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email stusing@orcity.org by 3:00 PM on the day of the meeting to register)
 - Email stusing@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
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1. CALL TO ORDER AND ROLL CALL

2. TEEN LIBRARIAN REPORT

- a. Teen Room Refresh - Completion Review

3. DISCUSSION ITEMS

- a. Teen Advisory Committee By-law Overview
- b. Review & Update "Code of Conduct"
- c. Upcoming & Future Programs

4. PUBLIC COMMENTS

Please see the public comment guidelines below.

5. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To:	Library Board	Agenda Date:	September 21, 2025
From:	Sabrina Tusing, Teen Librarian		

SUBJECT:

Teen Room Refresh - Completion Review

STAFF RECOMMENDATION:

N/A

EXECUTIVE SUMMARY:

Sabrina will give an overview of what was discussed, purchased and placed in the teen area over the last two years as an outcome of the teen room refresh project.

BACKGROUND:

During the last biennium (2023-2025), the Teen Advisory Committee was allotted \$30,000.00 in funds to do a room refresh in the teen area of the library.

NEXT STEPS:

N/A

OPTIONS:

N/A



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Staff Report

To:	Library Board	Agenda Date:	September 21, 2025
From:	Sabrina Tusing, Teen Librarian		

SUBJECT:

Teen Advisory Committee By-law Overview

STAFF RECOMMENDATION:

NA

EXECUTIVE SUMMARY:

We will do an overview of the TAC by-laws and take time to answer any questions about this document and its content.

BACKGROUND:

In 2022-23, the serving Teen Advisory Committee and the Teen Librarian provided an outline for the first ever TAC by-laws.

NEXT STEPS:

N/A

OPTIONS:

N/A

Oregon City Public Library Teen Advisory Committee Bylaws

Purposes

The purposes of the Teen Advisory Committee (TAC) are:

- A. To discuss and explore ways that the Library can provide a welcoming and inclusive environment for all teens in our community.
- B. To provide perspective and feedback to library staff and library board members.
- C. To provide opportunities to develop leadership skills through planning and organizing teen projects and events.

Membership

The TAC shall consist of up to 13 members.

- A. Members of TAC shall, by September 30th of the year in which they are being appointed, be a current high school student (9th through 12th grade) and shall reside and/or go to school within the Oregon City Public Library service area.
- B. The term of service will be from initial appointment through June 30th of the member's twelfth-grade year.
- C. Recruitment, selection, and appointment of TAC members shall be conducted by the Teen Librarian with the advice of the Library Board's appointed TAC liaison.
- D. The Teen Librarian and Library Board's appointed TAC liaison shall serve as ex officio, not-voting members.

Officers

At the September meeting, members of TAC shall elect a Chairperson, Vice Chairperson, and Scribe. The Chairperson and Vice Chairperson shall be in or entering grade 11 or 12 and have been a member of TAC for a minimum of one year. The Scribe may be in any grade and there is no minimum service required. Officer terms of service will be one year.

Chairperson

The Chairperson is responsible for running the TAC meeting, acting as the liaison from TAC to the Library Board, assigning tasks to TAC members and committees, and working with the Teen Librarian to set the upcoming agendas.

Vice Chairperson

The Vice Chairperson will normally be the acting liaison to the Young Teen Advisory Committee (YTAC) and will attend their group meetings which are to take

place quarterly. The Vice Chairperson shall take over the duties of the chair in the chair's absence.

Scribe

The Scribe is responsible for taking meeting minutes in accordance with these bylaws.

Responsibilities & Expectations

- A. Members shall participate in goal-setting discussions at the beginning of each school year (September – June).
- B. Members shall be responsible for completing tasks and projects as assigned.
- C. Members will have the opportunity to volunteer at the library on an “as needed” basis.
- D. Members are expected to attend all scheduled meetings. Members may have no more than two unexcused absences during each school year (September – June). An absence shall be considered excused if notice is provided prior to the meeting to the Teen Librarian. If a member has more than two unexcused absences in a school year, TAC members may vote to remove the member from TAC.

Date, Time and Location of meetings

- A. A minimum of 4 regular meetings shall be scheduled during the school year (September through June). Notwithstanding this minimum, meetings are ordinarily held more frequently, on a monthly basis.
- B. TAC meetings shall be held at a time and place agreed upon by the committee.
- C. A majority of the members of TAC shall constitute a quorum.

Agendas, Minutes, and Decisions

- A. The Teen Librarian shall prepare TAC agendas in consultation with the chair and Library Board liaison.
- B. Minutes shall be prepared for each meeting in accordance with Oregon Public Meetings Law.
- C. Minutes shall be approved at a subsequent meeting by a vote of TAC. If amendments are requested by any member of TAC, those amendments must be approved by TAC at the time of adoption. TAC may request the minutes be returned after any amendments are incorporated for further review and approval.
- D. Official Actions – TAC may utilize the following methods of making formal actions (reports, recommendations, requests, recognitions)
 - a. Letters to be signed by the Chairperson
 - b. TAC approval of the document in question

Subcommittees

TAC shall have a standing Young Teen Advisory Committee (YTAC). Please see Appendix A for additional information about YTAC.

The Chair, with the approval of TAC, may establish other special committees. Committee objectives and/or purposes shall be expressly stated.

Accessibility

- A. The Teen Librarian will attempt to accommodate any accessibility issues as they arise to improve access and participation for all.

Revisions of the Bylaws

- A. From time to time, TAC may review and recommend changes to its bylaws
- B. Any revisions to the TAC bylaws shall be approved by the Library Board.

Parliamentary Procedure

The parliamentary procedure for meeting and operations of TAC shall be the responsibility of the Chair and Teen Librarian. In the event there is a disagreement or objection to the procedures pursued, Roberts Rules of Order, Newly Revised, shall constitute the authority.

Appendix A – Young Teen Advisory Committee (YTAC)

Purposes

The purposes of the YTAC are:

1. Promote involvement in the library for young teens
2. Earn volunteer hours through weekly volunteer assistance at the library
3. Practice skills young teens will need for their first job
4. Develop leadership ability and library knowledge to prepare to serve on the Teen Advisory Committee (TAC) as a high school student

Membership

- A. Members of YTAC shall, by September 30th of the year in which they are being appointed, be a current middle school student (6th through 8th grade) and shall reside and/or go to school within the Oregon City Public Library service area.
- B. The term of service will be from initial appointment through June of the member's 8th grade year.
- C. Recruitment, selection, and appointment of YTAC members shall be conducted by the Youth Services Librarian with the advice of the Library Board's appointed TAC liaison.
- D. The Youth Services Librarian and the Library Board's appointed TAC liaison shall be ex officio, non-voting members.
- E. Members are expected to attend all scheduled meetings. Members may have no more than two unexcused absences during each school year (September – June). An absence shall be considered excused if notice is provided prior to the meeting to the Youth Services Librarian. If a member has more than two unexcused absences in a school year, the Youth Services Librarian with the advice of the Library Board liaison may remove the member from YTAC.

Meetings

- A. A minimum of 2 regular meetings shall be scheduled during the school year (September through June).
- B. YTAC meetings shall be held at a time and place agreed upon by the committee.
- C. The Youth Services Librarian will take and post minutes.



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Staff Report

To:	Library Board	Agenda Date:	September 21, 2025
From:	Sabrina Tusing, Teen Librarian		

SUBJECT:

Review & Update "Code of Conduct"

STAFF RECOMMENDATION:

NA

EXECUTIVE SUMMARY:

Review & make an necessary updates to the existing "Code of Conduct" for the upcoming year.

BACKGROUND:

In 2023, the serving TAC members created a "Code of Conduct" as a reminder to give everyone on the committee fair opportunity to share ideas and be courtesy during meetings and activities.

NEXT STEPS:

OPTIONS:



CITY OF OREGON CITY

LIBRARY TEEN ADVISORY COMMITTEE

MINUTES

Community Room, Oregon City Public Library, 606 John Adams St, Oregon City
Meeting
Sunday, October 15, 2023 at 2:00 PM

CALL TO ORDER

Cara Stasiewicz called the meeting to order at 2:10PM

ROLL CALL

Members Present: DiAnna Efendi Blanchard, Adalie Verdon, Cara Stasiewicz, Elizabeth Stedman, Elliott Ray, Granton Ittis, Holly Coreson, Julia Neilsen, and Lily Hillstrom

Staff Present: Sabrina Tusing, Teen Librarian

Members Absent: Ben Snyder and Katrina Moskovkin

APPROVAL OF MINUTES

1. Review and approve minutes from the September 17, 2023 TAC Meeting

Tad Ittis made a motion to approve the September 17 2023 Library Teen Advisory Committee Meeting minutes as submitted. Elliott Ray seconded the motion. DiAnna Efendi Blanchard, Adalie Verdon, Cara Stasiewicz, Elizabeth Stedman, Elliott Ray, Granton Ittis, Holly Coreson, Julia Neilsen, and Lily Hillstrom voted aye. The motion carried.

TEEN LIBRARIAN'S REPORT

- Pumpkin painting program took place earlier in the day on October 15, and was a success.
- Felted acorns for November's creative kits.
- "Vision Board" type journal craft for January Maker Lounge is being planned. The idea was given to Sabrina by committee member Julia.
- Will send out updated forms for volunteering in November.
- Will send out email with meetings minutes, and other miscellaneous items for review.

- Sabrina & Heidi are working on exploring an Adulting 101 program starting in January. Focusing first on Stress Management, Basic First Aid, and Basic Car Maintenance.

DISCUSSION ITEMS

TAC Code of Conduct

Group discussion around setting up guidance in order to keep the meeting on track and provide a space for everyone to share and be heard. It was agreed upon that these rules can be revised and amended as need and will remain a living document. Below are the Fall 2023 TAC Code of Conduct:

- Speak one at a time. Allow individuals to finish what they have to say before adding to the conversation.
- When deliberating on a particular topic that requires votes, the group will go in a clockwise fashion to make sure votes and input are given by each member.
- No phones unless working on a project
- Stay on topic
- Be kind and respect to each other
- Have fun

Cara Stasiewicz made a motion to approve the new Code of Conduct. Tad Iltis seconded the motion. DiAnna Efendi Blanchard, Adalie Verdon, Elizabeth Stedman, Elliott Ray, Holly Coreson, Julia Neilsen, and Lily Hillstrom voted aye. The motion carried.

Work Groups: Discussion & Brainstorming

TAC discussed current and future work groups. Currently, TAC still maintains “The Stacks” Newsletter and a new publication will be sent out soon, but added to possible group projects were:

- Teen Room Decorations
- Manga/Anime Club
- Social Media

Sabrina will be sending out a google form where TAC members can rank their first-third choice for one of the future group projects.

Additional interest was shown for a book group and a writer’s group. Sabrina hopes to secure an interested community member to help facilitate these programs long term. And Movie group was mentioned but it was explained that last year there was an attempt to do movie nights, but there was low to no attendance, so this group was tabled.

COMMUNICATIONS

FUTURE AGENDA ITEMS

Teen Room Refresh

- Will talk about it next month, send photos of other teen library rooms or future that might look good in the teen area. Come back with ideas.
- Teen Room Tour & Tour of the Library Website, LINCC Website & resources.

ADJOURNMENT

Cara Stasiewicz adjourned the meeting at 3:05pm.



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Staff Report

To:	Library Board	Agenda Date:	September 21, 2025
From:	Sabrina Tusing, Teen Librarian		

SUBJECT:

Upcoming & Future Programs

STAFF RECOMMENDATION:

NA

EXECUTIVE SUMMARY:

Sabrina will go over programs that are already planned for teens in the fall and open up the meeting for discussion of what other events/programs TAC would like to see offered.
Teen Halloween Movie Suggestions.

BACKGROUND:

As part of the Teen Advisory Committee, it's important to stay knowledgeable about what is being offered to teens at the library.

NEXT STEPS:

NA

OPTIONS:

NA