CITY OF COOS BAY LIBRARY BOARD OF TRUSTEES

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
November 19, 2025	10.b

TO: CBPL Board of Trustees

FROM: Samantha Pierson, Library Director

THROUGH: Sami Pierson, Library Director

ISSUE: Cedar Room and Myrtlewood Room Policies

SUMMARY:

The two policies list the room being available 7:00 am to 10:00 pm. There have been multiple issues, especially on holidays, Sundays, and the late hours. Janitorial staff are often unable to clean, often people forget to check out a key, and audio/visual issues arise. Staff proposes that the use be adjusted to Monday through Saturday, 8:00 am to 9:00 pm and not during holiday closures.

ACTION REQUESTED:

Slight modification regarding the days and hours of availability.

BACKGROUND:

The two meeting rooms are heavily used but days without staff and after hours have become problematic due to the key and audio/visual needs.

ATTACHMENT(S):

- 12-23 Cedar Room Agreement.pdf
- Myrtlewood Room Agreement_0.pdf