



City of Oregon City Meeting Minutes Library Board

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

Wednesday, February 8, 2017

Commission Chambers

5:00 P.M.

1. Call To Order:

In attendance: Don Wright, Scott Edwards, Eileen Sheridan, Jan Wallander, Ken Hall and Lara Ingham. Library Director, Maureen Cole and Operations Supervisor, Denise Butcher represented the staff.

D.A. Hilderbrand was excused.

2. Approval of the Minutes:

Minutes from November 2016 were approved unanimously as presented upon the motion of Jan Wallander, which was seconded by Scott Edwards.

3. Public Comments: There were no public comments.

4. Library Director's Report:

Director Maureen Cole welcomed Ken Hall to the board and told him that she appreciated his willingness to volunteer.

Maureen introduced staff member Denise Butcher, who is the Library's new Operations Supervisor, in replacement of Library Manager Lynda Ackerson, who has retired. The Operations Supervisor is not management, nor a librarian.

Maureen presented the board members plaques made from the leftover wood from the building project. More plaques will be made for others who deserve to be recognized for their work on the building, too. She would like to thank all of the board members very much and let this plaque serve as a reminder of everything you've gone through.

A new Vice Chair is appointed annually. Eileen Sheridan would like to step down from being Chair, but would like to stay on the board.

Eileen Sheridan nominated Jan Wallander for Chair, seconded by Don Wright. Motion passed, all in favor. Jan will start as Chair in March.

Don Wright nominated Scott Edwards for Vice Chair, seconded by Jan Wallander. Motion passed, all in favor.

Maureen reported on November, December and January statistics. The door count has been steadily increasing. Direct loans to patrons are also increasing, but not as much as the door count. The difference is made up from patrons coming to programs and using the computer, but not necessarily checking out materials. Self-Checkout numbers have increased from 4,500 to 13,000 per

month and we expect it to increase more with RFID implementation. Attendance at Children's programs has exploded, which accounts for a lot of the increased foot traffic.

Maureen is talking with our librarians about if we are collecting the correct statistics, does it paint the picture that we need to tell our story or help us make decisions? We are open to new ideas of what statistics to keep if there is something else that the board wants to see.

A draft of the Community Room policy was presented. The policy was passed unanimously, with noted revisions.

Maureen presented the board with copies of the ALA Code of Ethics and Library Bill of Rights. They are both a reminder of what libraries stand for. We are very sincere about being a place where everyone is welcome and all information is available freely, regardless of our own beliefs.

As this biennium is wrapping up, it's time to start working on the budget for the new biennium, which starts in July. We are looking at current, actual, expected and proposed figures to see how we are doing this year and what we will have to spend for the future. Personnel costs and the bond payment will take three quarters of our budget and we need to operate on what's left. How much it will cost to operate the new building is unknown at this time. We are expecting a shift in personnel, with three new positions being created to help support the department heads, but with the same bottom line. We are bumping up collection and maintenance budgets, as well. The budget will need to be turned in to Finance before we meet again.

5. Building Report:

We almost have the final Certificate of Occupancy. There are a few little things to finish but none that the Building Inspector really cares about. More commas were installed today on the office and conference room doors. We had an art hanging system installed and hung our first painting today. The fire sprinklers in the Carnegie still need replaced and a cooling unit needs to be installed in the Media Room, but we have those costs covered and the budget is in good shape.

6. Communications:

Lynda VanHaverbeke reported for the Oregon City Library Foundation. Their main task now is to get signage into the library for donations that were made. The card catalog signage will be the first to be installed. The Friends of the Library and the Foundation will be having a joint meeting to refresh their goals now that the building project is over. They are forming an investment committee so that they can invest the money that they have left from the project.

7. Future Agenda Items: OLA Standards – where do we want to focus in the future?

8. Adjournment: the meeting adjourned at 6:03 PM

