



# City of Oregon City Meeting Minutes Library Board

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

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Wednesday, September 13, 2017

Commission Chambers

5:00 P.M.

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## 1. Call To Order:

In attendance were Scott Edwards, Eileen Sheridan, Ken Hall, Jan Wallinder, Don Wright and D.A. Hilderbrand. Director, Maureen Cole and Library Operations Supervisor, Denise Butcher represented staff.

Lara Ingham was excused.

Jan Wallinder called the meeting to order at 5:03 PM.

## 2. Approval of the Minutes:

Minutes of the July 2017 meeting were unanimously approved upon the nomination of Don Wright, seconded by Eileen Sheridan.

## 3. Public Comments

- . There were no public comments.

## 4. Library Director's Report

Maureen reported that the Library has been very busy since we last met in July. The RFID self-checks and Automated Materials Handler (AMH) have been installed and are working well. The Network office at the County has a 28 bin AMH system that does all of our sorting for us. It presorts our returns from the holds and saves us a lot of time. Patrons can check their materials in immediately and get a receipt if they choose. For those not wanting to use the AMH, they can leave their materials in the new, larger book drop we have outside.

Our self-check usage is 80.3%, which is attributed to having staff stationed at the machines and only behind the Hello Desk when taking fines or issuing a new card.

Our building now looks complete with the AMH and self-checks in place. Staff has done a great job in getting us to where we are.

The American Library Association has recognized us in the 2017 Library Design Showcase. This is a huge honor and surprise. The Daily Journal of Commerce, which is where contractors publish their jobs, has an article about additions to historical buildings. We were one of the libraries that were featured.

We have hired 2 new 30 hour staff members, 1 dedicated to Youth Services and the other to Adult Services. This has made a huge difference to our librarians. They both were current on-calls. Judy Corless will be retiring at the end of November after 25+ years. We will replace her with another 30 hour position that will support Denise.

Our statistics for August were astounding. We were 7 people shy of 41,000 people coming through

our doors. It will slow down now that school has started. Most stats are still going up. We are borrowing less from other LINCC libraries and lending more. Starting in November, our stats will be more apples to apples.

We are having 2 plaques made from the maple to put in the 6<sup>th</sup> Street entrance, between the 2 sets of sliding doors. 1 will be the building dedication plaque, the other a "This is Your Library" sign. The Board voted unanimously in agreement of the wording. We are also having a bench made with the same wood and it will create a nice entry into the building.

#### **5. Building Report:**

We are still working with P&C to finish up a few things. Knowing the right person to call is a challenge. The building is working quite well and the layout is very functional. We still need to address the noise and light issues, which the architects are working on, along with a better separation between circulation and kids' desks.

#### **6. Communications:**

Jan Salisbury was present to report for the Friends of the Library. The Friends received a \$2,000 donation that it has passed on to the Library for the purchase of audiobooks and books for teens and kids.

Jan reported that while the library had 46 volunteer hours at the library, the Friends had 400+ hours from 22 volunteers.

They continue to work as a team, instead of having a chair, and it has worked out very well that way. They have seen many new customers and are looking at new adventures. They will have the Book Lovers calendars again for \$10.

Their annual meeting will be on November 8 at the Ainsworth House. They have an interesting speaker lined up and should be a fun afternoon.

On Saturday, December 2, there will be a used book sale at the library.

They have signed for Community Rewards with Fred Meyer and are waiting to hear back from them. Jan handed out bags to collect cans in for the Bottle Drop. The Friends get a credit for any that are turned in using those bags.

Ken asked how many donations end up at the Library. We have all donations go to the Friends book store. They set aside books that they think we may want to add to the collection and our librarians go there to peruse the collection. The Friends don't keep all donations, such as older books that are 10-20 years old.

Lynda VanHaverbeke reported for the Library Foundation. They have been on a break since June, until the end of September. They are transitioning from being a building fundraiser to a support role.

The card catalog signage is up. The next go round is a Thank You dinner on October 19. All of the big donor signage will be done by then. The last round is the signage at the end of the stacks.

In June, they approved to give the library \$50,000 for books and \$25,000 for technology. They also voted to put \$50,000 aside into an investment fund for the future. They are currently investigating where to put the money. They will still have money available to support the library and finish the signage.

LDAC – Don did not attend but Maureen did. They are required to have meetings to make sure the district money goes to library services and not to city administration costs. They are working out a way that they can make sure that happens. They recommend that every Board go over the OLA Standards that we are doing in preparation for our strategic planning.

Maureen and Denise are meeting with Darci Hanning from OLA about using the Planning for Results approach to our strategic planning. We will come back next month with more information.

**7. Review of Oregon Library Association Public Library Standard**

Sections 5 Services and Programs and 6 Technology were reviewed. Maureen feels that we have improved a lot in the last few years in Services and Programming but can always do more. Having librarians in those specific areas has helped. We meet all of the Essential requirements but not all of the Enhanced or Exemplary standards. At a service population of 25,000, they recommend being open 50 hours for Essential, 60 for Enhanced and 75 for Exemplary. We are open 56 hours. It's something that we could look at with our strategic planning for down the road.

We meet all of the Essential standards in Technology and most Enhanced. We do not enable community members to create their own digital content and do not provide technology classes at this time. We need a written Technology Plan. We are working on it but have too busy to get it done.

**8. Future Agenda Items:** further review of the OLA Standards, sections 7 Advocacy and 8 Facilities.

**9. Adjournment:** the meeting adjourned at 6:03 PM.

