



# City of Oregon City Meeting Minutes Library Board

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

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Wednesday, May 8, 2019

Commission Chambers

5:00 P.M.

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**1. Call to Order:**

In attendance were Ken Hall, Nick Dierckman, Scott Edwards, Larry Osborne, Kari Linder, and Cynthia Andrews. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Scott Edwards called the meeting to order at 5:04 PM.

**2. Approval of Minutes:**

Nick Dierckman moved to approve the minutes of the April 2019 meeting, as written. Second by Ken Hall. Motion passed, all in favor.

**3. Public Comments:** None

**4. Library Board Candidate Interview:**

The Board interviewed Suzanne (Suzi) Jefferson to fill a vacant position, with a term that expires at the end of December.

Larry Osborne moved to recommend Suzanne Jefferson to the Mayor to fill the vacant position. Second by Kari Linder. Motion passed, all in favor.

**5. Tour of the library and presentation by staff**

Katrina Charfauros, Circulation Supervisor and Volunteer Coordinator, and Aaron Novinger, IT/PR Librarian were both present. They gave tour of the building, pointing out areas of technology and Circulation functions.

After the tour, they each gave a short presentation on what happens in each of their departments.

**6. Library Director's Report:**

Maureen reported that we were pretty busy for April. Our door count was up over 2,000 from April of last year.

In April, three part time staff went full time, including Katrina Charfauros, Jen Giovanetti, and Sabrina Tusing. We are transitioning the Technical Services job that was held by Betty Armstrong from a Full Time Library Assistant 3 to a 25 hour Library Assistant 2. We received 97 applications and are interviewing 10 candidates, starting next Monday.

We received 57 applications for the Library Assistant 1 On-Call position. We have some recent On-Calls leave and since our budget was approved, we will be creating some on-call assignments where 15 hours will be assigned to specific departments. This will allow for more backup in the departments. The heads of the departments will hold little interviews with the existing staff. We are trying to make the most of our Personnel budget, knowing that we have another PERS pick-up coming. Any other staffing changes will be left for the next Director.

Our staff has been getting out into the Community. Three staff are attending the Parrott Creek fundraiser. Two staff are involved in the NEXT Leaders program through the Chamber. We are finally making good connections.

April included National Library Week and Poetry month. We collected 845 pounds of food during the annual Food for Fines program offered during National Library Week.

Pretty much every 1<sup>st</sup> grade class in the Oregon City School District came to the Library in April for a field trip.

The May the Fourth program saw 776 people from 5:30-7. Realizing that a lot of little kids were in and out, we estimate that there 400+ people in attendance.

Monday night was the Budget Hearing for the entire City. It passed in 1 night. At the next meeting we will have more details to share. The City is continuing to contribute \$300,000 for the biennium to the Library, however they have raised the administration fees from \$8,000 to \$41,000. We added some money in areas we felt it was needed and we are looking good for the next biennium.

Mo will be going to Salem to testify to the House on changing the definition for what a public library is.

#### **7. LINCC Strategic Plan:**

The Clackamas County Library Directors and the staff at Network have created a strategic plan so that when going to LDAC advisory groups, everyone had the same goals going into the process. They are looking for feedback from the Library Boards.

#### **8. Communications:**

LDAC – met and discussed the proposals that were handed out at the last meeting, which were about what each task group was going to do and in what order. They voted to pass the proposals on to the County Commissioners.

Friends – Ken reported that they have moved into their new facility and that it cost them less to move than expected. Staff member Jen Giovanetti was at the meeting today to talk about a Seed Library. The collection would go through the Foundation because they are a 501(c)3. Barratt Miller and one of the TAG members also attended the meeting to ask for money to purchase a wand that works with iPads to get children into coding. The Friends approved to fund the wand, which will cost \$198.

Foundation – is moving forward with the Dolly Parton Imagination Library. A sub-committee met with the Director of Wilsonville, who is already part of the program. The committee now needs to get figures to see if we can fund the entire service area or just the city and need to identify partners.

#### **9. Future Agenda Items:**

- Budget
- Review meeting room policy
- Feedback and criteria for who can hold after hours meetings in the Community Room

#### **10. Adjournment:**

The meeting adjourned at 6:37 PM.