



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, April 12, 2017

Commission Chambers

5:00 P.M.

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#### 1. Call To Order:

In attendance: Don Wright, Scott Edwards, Ken Hall and DA Hilderbrand.  
Library Director, Maureen Cole and Operations Supervisor, Denise Butcher represented the staff.

Scott Edwards served as Chair.

Eileen Sheridan, Jan Wallinder and Lara Ingham were excused.

#### 2. Approval of the Minutes:

Minutes from the March 2017 were approved unanimously as presented upon the motion of Don Wright, seconded by DA Hilderbrand.

#### 3. Public Comments: There were no public comments.

#### 4. Library Director's Report:

Director Maureen Cole reported that the Library had a banner month in March. For the last 3 months, there have been over 30,000 patrons in the library, which is double what it was before. Maureen presented a comparison from June 2016, which was the last day in the old building, versus March of 2017. All numbers are up except circulation, which is only slightly higher. People are using services in the new building (meeting rooms, programs, extra seating, etc.) that we never had before.

RFID tagging has started. Every item will get a Radio Frequency Identification tag. Former employee Michelle Krause is helping us with tagging Audio Visual materials, which needs to be done in the staff area because the cases need taken apart. The rest of the materials will be done in the stacks with mobile conversion carts May 12 – 23.

Our current strategic plan ends in 2018. Maureen suggests that we start thinking about the next plan and that we use the Planning for Results book from ALA. She would like to wait until RFID is done and the AMH is installed. She would like to form a small subcommittee to sit with her to talk over where to go next and start moving forward. We most likely won't start until 2018 but will be completed before the old plan is done.

The discussion will be moved to the next agenda.

Maureen attended the joint Friends/Foundation meeting this week. She gave them a list of Library wants/needs for their consideration. Some of those are:

1. Opening day collection – we are moving ahead with this. The collection will fill in the gaps that

we have in our collection. They will come in shelf ready, freeing up staff time to spend with patrons.

2. Laptop Cart – laptops and carts to use for programs and patron use in library.
3. Building – noise reduction, shades at Hello Desk, artwork
4. Drop boxes – offsite and another onsite
5. Programming, which the Friends already support

Maureen reported that she is working on wrapping up the building project, staffing and RFID. We are training 7 new on-calls and she is rewriting the current LA2 job description with Human Resources so that we can start recruiting 3 30 hour positions in Children's, Adult Services and finally Circulation at the end of the year. We have a very strong staff that works hard but it's just not deep enough. The full time staff need help.

Maureen invited the Board to the Volunteer Appreciation breakfast on Thursday, April 27.

The Budget Commission is meeting on May 1. As far as we know, we are in good shape. Library District fund are continuing to increase over time.

We will be sending staff member Brenda Edmunds, who does our bilingual story time, to the largest book convention in the world for purchasing Spanish materials in Guadalajara, where we can get original Spanish materials that are hard to get in the US.. Through ALA grants, we can send someone to Mexico for about \$300.

Don Wright asked if we've had any vandalism in the Library. We have not but we have had some abuse of the bathrooms. We will be repositioning the cameras so that we can see is going in and out and staff will be checking them more often during the day. The new toys in the kids' area are being destroyed due to kids not being supervised.

Maureen handed out the entire PLA Standards Annual Review, so that Board members can see how she came to the answers that she did. Maureen is suggesting that the next meeting be a work session at the Library. It will be the only topic on the May agenda. These standards are what librarians feel are important to offer to the public and a way to gauge what level of service you offer. Maureen feels that it would be a good exercise before starting the next strategic plan to see where we are and what's best for our library going forward. It also shows us how we measure against other libraries. It's a statement to the public that you invested in us and these are the things we are giving to you for the investment.

## **5. Building Report: none**

## **6. Communications: none**

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

## **8. Adjournment: the meeting adjourned at 6:05 PM**

