



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, May 10, 2017

Library

5:00 P.M.

1. Call To Order:

In attendance were Jan Wallinder, Chair, Don Wright, Ken Hall, DA Hilderbrand, Lara Ingham and Eileen Sheridan. Library Director, Maureen Cole and Library Operations Supervisor, Denise Butcher represented the staff.

The meeting was called to order at 5:09 PM.

2. Approval of the Minutes:

Approval of the April meeting was deferred until the June meeting.

3. Public Comments

There were no public comments.

4. Library Director's Report

Library Director Cole reported on April's statistics. Door counts continue to astound her with 32,300 for April, which is way above our record. We had approximately 1,000 kids and parents attend programs for the month. Our weakness at this point is YA programs. We hope to grow this this summer. We will be creating a Teen Advisory Board soon. Cultural pass is still increasing.

The McLoughlin Neighborhood Association will be at the next board meeting to discuss the new library sign that is on the corner of 7th and John Adams streets. They would like to talk about the problem they have with the sign and why they weren't consulted before putting up the new sign. They are moving forward with having the sign replaced but Maureen would like the Board's perspective on the topic.

We are in the process of rewriting the Library Assistant 2 job description. We need to hire 3 part time 30+ hour positions by the end of the year.

The budget has been approved for the entire city. We are in good shape, although the City did reduce its contribution by \$50,000 per year because of their shortfalls. Our district revenue is in very good shape so it all balanced out.

5. Building Report:

We are still working on a few tweaks in the building. We ordered black out shades for the circulation room, moved some thermostats and are working on the HVAC settings.

6. Communications:

The foundation did not meet in April but they did meet with the Friends in May. They continue to work together on donor signage. The annual bill for our cultural passes of \$890 has been given to the Friends to pay. They are no longer going to be at the Farmer's Markets. The kiosk in the library of books for sale is essentially replacing it, with a lot less labor.

7. OLA Standards:

Maureen has given each board member a copy of the Oregon Library Associations Standards to review. The standards are a framework for what we as librarian's feel is important in a library and to what degree. It allows each library to score themselves and see where they fall within those standards and see where they can improve. Mo would like to review each section with the Board in preparation for our next strategic plan. The sections on Governance, Ethics and Diversity were all reviewed. She is wanting to see if the Board agrees with her assessment in each area and for the Board to see what she looks at when she runs the library. We will focus on a few more sections at the next meeting.

8. Future Agenda Items: McLoughlin Neighborhood Association sign discussion and OLA Standards

9. Adjournment: the meeting adjourned at 6:15 p.m.

