



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, October 10, 2018

Commission Chambers

5:00 P.M.

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#### 1. Call To Order:

In attendance were Jan Wallinder, Ken Hall, Don Wright, Nick Dierckman, Scott Edwards, and Larry Osborne. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager, represented staff.

Jan Wallinder called the meeting to order at 5:07 PM.

#### 2. Approval of the Minutes:

Don Wright moved to approve the minutes of the September 2018 minutes, as presented. Second by Larry Osborne. Motion passed, with all in favor.

#### 3. Public Comments: none

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

The planned improvements to the building are being worked on now. We received a bid to add an extra light near the corner of 7<sup>th</sup> and Jefferson streets. It came in at over \$10,000, so we are going to try some inexpensive landscape lights first.

We hired 8 new On-Call Library Assistants. We are training them on a rotating basis so as to not overwhelm them or current staff.

We had a lot of family emergencies in the last month. With Maureen and Denise both out of the building, we made Katrina "Acting in Charge", which is an out of class bump, until Maureen returned. The good thing is that we now know that we have some depth in the background.

Denise and Gina are both enrolled in the Chamber's NEXT Leaders program. They are 2 months into the program. We hope that the program gets us out into the community and helps us make some new partnerships.

We have made a soft launch into circulating laptops for in-library use. We also have mice that can be checked out. The Adult Services librarians will start offering technology classes after Christmas.

We have had some interesting interactions with the schools lately. Some schools would like to bring large numbers of children to the library to check out materials. This brings up a lot of issues (i.e. does each child have a library card) and communicating those issues to the teachers has been difficult since they operate quite differently. We want to support the schools as much as possible, but it's not without its challenges, especially when trying to build a relationship while having to modify their expectations. We offered some solutions, such as the new Educator Card, and that has worked in some situations.

The Board asked if there is a school library association that we can support to get improved

libraries in schools. Oregon does have one, called OASL. Maureen explained that each school gets money but it is up to them to decide how to allocate those funds; many principals and school districts decide to not use it in their libraries and on library staff.

Our Strategic Plan includes supporting the schools but we need to learn how that will work.

First Friday Films started last Friday. We used our new streaming service, Kanopy for the film. One issue with Kanopy is that they sometimes take away films, which they did for our first movie.

Our statistics continue to do well. We have over 20,000 patrons in our database now. We were at 19,000 for a long time, so we are hoping to stay there. Circulation was down a smidge from this time last year in a few categories.

Our holds in versus going out was only down by 80 but it's the lowest number we have ever had. We are hoping that trend continues.

A note on the statistics, the volunteer hours do not include the Friends. They would add another approximately 300 hours to the count.

## **5. Review of draft strategic plan**

The Board likes the new format that Barratt created. It is more readable and easier to absorb the information. There are still some areas that need a little more work but the graphic interface really makes a difference.

There was discussion about the Stimulate Imagination focus. Things that we already provide, like reader's advisory, book drop, displays, etc. should be added. It should focus on matching patrons to the right materials in the collection; tell them what we have and get them excited about using it. We will take another run at this focus.

The new format changes the entire feel. Since the last meeting, formatting was the biggest change, along with adding some dates. This was presented to staff at our training day on Monday. We have some comments from staff that we are looking at incorporating and then we will bring it back to the Board.

City Commissioner Brian Shaw joined the public. He thanked the Board and Library for doing such a good job. He also asked how this Strategic Plan will be presented to the public. Once the Board approves it, it will be presented to the City Commission to adopt. Once that happens, it will be on our website, will print shorter versions and display in the Library.

Commissioner Shaw is also on the Citizen Involvement Committee, which oversees 12 Neighborhood Associations in the City. He recommends that one or two of the Board members and Maureen attend their meetings. It would be a great time to expose it to the neighborhoods and remind them how well our building is doing. It's good to keep them educated in case we need more funding in the future.

The Strategic Plan will be reviewed on November 1 at the joint Board, Friends and Foundation meeting.

The Board requests that all changes made be highlighted in the new copy.

## **6. Review of annual state report**

The Annual State report was presented. It includes the previous year's report, which makes it nice for comparison. You can see all the hard work that was done in the new building. This report is

required annually and the District tries to use this as the foundation of their report, so there is a lot of duplication. It shows all of the things we do in the Library and the funding behind it. The State keeps all of that data and we can use it to compare ourselves to the other libraries in the area and those of a similar size. The timing of the report is good because its right before the budget process starts.

## **7. Review of interview questions for new members**

The Board reviewed the application questions for the potential board member interviews. We have one applicant so far. We have 2 Out-of-City and 1 In-City position to fill. The Board suggested some rewording of a question. Maureen will revise the question and be ready for the interviews, which will possibly be held at the November meeting.

The City Recorder prefers that the interviews and discussion be recorded for complete transparency. The Board prefers not to hold the discussion in public and broadcast online for all to see. They believe that it sets a bad precedent to be discussing personnel matters in public. We can make the discussions available if a candidate feels that they should have been selected and weren't, but it shouldn't be available for all to see. Maureen will pass this on to the City Recorder.

## **8. Discussion of annual report to City Commission**

The City Commission expects an annual report at the end of the year, which will include statistics and the Strategic Plan, hopefully in December.

## **9. Communications:**

Friends: Will be meeting next week.

Foundation: Have not met but have the donor event next week. They are waiting for the finalized Strategic Plan to move forward.

LDAC: Nick attended the meeting. Greg Williams has been promoted to Deputy Director of Business and Community Services. It will be a huge loss to LINCC but part of his new duties is overseeing the libraries, like his boss did previously.

They discussed 3 major topics; amendment to the IGA, the annual report and forming a larger committee to review the IGA and Master Agreement.

Amendment #3 to the IGA was approved by the Board of County Commissioners. It needs a 2/3 approval from the City Commissions. It was on the consent agenda for our City Commission at last week's meeting but there wasn't quorum and the meeting was cancelled. It is now on the regular agenda for next week's meeting. Greg and his boss, Laura will be at the meeting.

The annual report was presented to the County Commission. It has 2 year old data in the report, so there is a lot of opportunity for miscommunication because of some definitions. The biggest issue they were looking at is allocations.

The small committee that was formed for Amendment #3 to the IGA has completed their work.

A larger committee will be formed to do a total review of the IGA and Master Agreement. Greg gave a presentation of how that will be structured. Al Matecko was reappointed as chair.

## **10. Future Agenda Items:**

- Annual review of bylaws
- Potential interviews for Board vacancies

- Final review of the Strategic Plan
- Potential date for presentation to City Commission

The next meeting is on November 14, 2018.

**11. Adjournment:** the meeting adjourned at 6:08 P

