



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, February 13, 2019

Commission Chambers

5:00 P.M.

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#### 1. Call To Order/Introductions:

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 5:00 PM.

#### 2. Approval of Minutes:

Nick Dierckman moved to approve the minutes of the January 2018 meeting, as written. Second by Larry Osborne. Motion passed, all in favor.

#### 3. Public Comments: none

#### 4. Library Director Report and Statistics:

Maureen reported that she had attended the Commission Retreat. The Strategic Plan was formally adopted on February 6 on the consent agenda. She gave the Commission a high-level highlight of last year and plans for this year, which includes her retirement.

A Library of Things is coming! We will be receiving money from a grant given by Clackamas County Sustainability and Solid Waste. The Mayor wants to be sure that we are not taking business away from the rental company in town. This is not the intent of the collection. The LoT Committee is working on defining the collection and procedures. We will start with purchasing items that will fit within our existing space.

Maureen included a copy of a statement ALA made at the Midwinter Conference in regards to fines and their belief that no libraries should charge fines, as it can be a barrier for certain people to use the library. In order for us to be fine free, the entire Clackamas County system would need to agree. Some of our libraries are more dependent on those fines. We wanted the Board to be aware of the conversation, even if it most likely won't happen in Clackamas County anytime soon.

We will be having some work done in the basement of the Carnegie. Baffling will be installed to help absorb some of the noise.

The budget process for the next biennium has started. We are currently looking at our staffing; is the right person doing the right things. We will have the opportunity to make some changes due to the leaving of a staff member.

The Librarians are working hard on planning for Summer Reading. The Adult Services Librarian is also planning a community reads for this fall.

Our statistics are right in the ballpark.

**5. Additional ALA Policy:**

Last month we missed adopting an ALA Policy on Confidentiality of Library Records. We have recently changed our policy on holds pickup to ensure more privacy.

Nick Dierckman moved to adopt the ALA Policy on Confidentiality of Library Record. Second by Kari Linder. Motion passed, all in favor.

**6. Unattended Children's Policy:**

Maureen has made the changes to the policy that were discussed last month and presented the final product.

Nick Dierckman moved to approve the Unattended Children's Policy. Second by Cynthia Andrews. Motion passed, all in favor.

We will be rolling this policy out overtime, with signage and slides on the monitor in the Children's Room coming out first.

**7. Behavior Policy:**

We have an adopted policy but we would like reorganize it so that the offenses are grouped by similar impact with how we are going to enforce it. It starts with the low level offenses and includes what will happen at that stage. We like to give second chances unless it's clear that the behavior isn't going to get better. The rules are the same. They are just reorganized and have a few wording changes for better clarity.

We welcome any feedback the Board has. We will bring a draft back next month after incorporating Board and staff comments. We ask that you look at it through an equity lens to see if there are any rules that could be a barrier. Our goal is to have a safe, nice environment for everybody.

Due to behavior issues, we have decided to start locking the upstairs bathroom. It seems to attract frequent messes. There will be a key at the Reference Desk that patrons can sign out and return. We need to protect our property and provide a clean space.

**8. Budget:**

We have received the estimate of revenue for the 2020 budget. It shows a 3% increase. The County is very conservative with estimates. Personnel costs and changes are the first step in the process. Once that is estimated from Finance, we will work on expenditures. We are looking at what we've spent so far this year, what we think we will spend by the end of the year and then estimate what we need for next year.

Any unexpended money from this year will roll over into next year. The City only charges us a small amount for technology and maintenance. All District money is used by the Library only.

**9. Communications:**

LDAC: Nick attended the meeting this month. The biggest discussion was the task forces that are being set up to look at the IGA and Master Agreement. The overall Task Force is planned for a year and a half.

There is a data group that reviews the reports from the Directors and how their library's money was spent from County and City Allocations.

Maureen is on the interview panel to find the replacement for the Network Manager. The

previous Manager, Greg Williams was promoted. He will still oversee Network but he needs someone to manage it. A tour of the Network office will be set up for those that haven't seen it yet.

Foundation – Cynthia will attend the meeting on February 22. She looks forward to seeing how the Foundation works. Karen Martini has been named the Executive Director. She was formerly the Secretary but the title did not fit the scope of work that she does.

Glenda Saunders, who is a CPA is going to take over the financial aspect and will make some recommendations that she thinks should be made. She will be a good asset.

B&B Leasing is providing the Foundation with office space where fiscal records can be kept.

The Foundation is working on the Dolly Parton Imagination Project. It puts free books into the hands of kids 0-5 years old. The Project provides matching funds for libraries. At the next meeting they will focus on how to fund the project.

Friends – Ken attended their meeting today. Maureen asked for and received \$3,500 for youth programs. They will be moving from their current location into the Tarleton Building, which is directly behind the Library. They will need some volunteer labor to help with the move.

The Friends have given regular, steady donations to Library programming. They will be donating another \$3,000 this fall to split between Youth and Adult Services.

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

- **Next meeting is March 13, 2019**
- **Youth Services Librarian**
- **Budget**

#### **11. Adjournment:**

The meeting adjourned at 5:49 PM.

