



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, June 12, 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, Suzanne Jefferson and Cynthia Andrews. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Scott Edwards called the meeting to order at 5:06 PM.

**2. Welcome to Suzanne Jefferson, new Library Board Member**

**3. Approval of Minutes:**

Larry Osborne moved to approve the minutes of the May 2019 meeting, as written. Second by Cynthia Andrews. Motion passed, all in favor.

**4. Public Comments:** None

**5. Review of Community Room Policy:**

Our current policy states that requests for after hours meetings are allowed at the Director's discretion. Maureen would like to discuss what discretion means. Typically, she and Denise, as Managers stay late for those meetings since it is less trouble than changing other staff's schedule.

McLoughlin Neighborhood Association has been meeting at the Library regularly after hours. The Canemah Neighborhood Association is now requesting to hold their meetings at the Library after hours, which we had declined. Maureen would like to apologize to the CNA for the way in which this was handled.

At this point, we don't feel that the building is able to be open for meetings without staff present. Until we get to the point that it is, it creates a resource issue. We have made the room available for use by both associations for the remainder of 2019. We need help with when to use discretion when the resources aren't available. Both Maureen and Denise already close or have meetings several nights each week. If others request the use of the room, we would not be able to cover those requests.

We have found out that the Pioneer Center does have space available after hours but often has conflicts with others using the room when needed. The Community Room resource is at a premium.

Denyse McGriff, Vice-Chair of the McLoughlin Neighborhood Association gave a history of their use of the Community Room and Library. During the building project, they theory was that a gate would be installed to block access to the Library and they would only have access to the Community Room and bathrooms. Denyse commented that MNA is always out on time and

clean up after themselves.

Ken Baysinger, Chair of the Canemah Neighborhood Association and Linda Baysinger, past Chair, thanked Mo for the apology. It was not needed.

CNA has met in 8 different locations and are essentially homeless, needing somewhere to meet and would appreciate being able to meet at the Library. They meet 5 times per year for 2 hours, so 10 hours in a yearly budget. The Pioneer Center doesn't work for the times that are in their by-laws. Ken stated that all other neighborhood associations all have permanent meeting places and they don't. Their only other option is a brewery.

Cameron McCredie, Chair of the McLoughlin Neighborhood Association stated that there is plenty of opportunity for use for all of the neighborhood associations. If the issue is that the building doesn't work and the current doors can't be fixed, then it needs resolved. He is very respectful of Maureen and her staff's time, but they need access to the room and technology.

Cynthia Andrews asked what was involved with fixing the sliding doors. The doors have several settings and when people are going in and out, it's too easy to get it wrong. The other issue is that nobody in the Community Room can monitor who is coming in. Usually that is fine, but we have many issues with our bathrooms that need someone to be watching.

Maureen believes that the Emergency Exit door in the Community Room should be able to be changed out, that way they can monitor who is going in and out of the building. It sounds like a good solution but it needs to be investigated to see if it is easy and affordable. It would involve training and changes in keying. We believe it can be managed but she can't promise that it will be done before the end of December, which is when the last of the meetings are scheduled. Until this issue has been fixed, we do not want to take on any other neighborhood associations.

Larry Osborne asked why it would take 6 months to replace a door? Maureen responded that we would need to get a quote and then it would depend on the availability of the contractor. We have the funds available but we need to make sure that it's permitted since we would be taking out an emergency exit. Larry urged us to put this on a higher priority.

Nick Dierckman asked if we needed a statement from the Board to support a criteria that we can use? Once the door has been changed, we will need to change the Community Room policy.

Scott Edwards stated that as long as the two neighborhood associations are ok for the rest of the year, we can work on policies and liabilities.

## **6. Library Director's Report and Statistics:**

In May, we hired a 25 hour Technical Services Library Assistant 2 to replace the 40 hour Library Assistant 3 who is no longer with us. After the job was vacated, we started using outsourcing for processing, which is very repetitive work. Suzanne Mills, who was a current on-call was hired. She was already doing back-up in Technical Services.

We also hired 11 more on-calls, who work less than 20 hours per week, in a non-benefited position. On-Calls play a huge role in our 7 day a week operation.

We had a send off Betty Armstrong, long-time Library employee, that was very nice.

Four staff members attended a free training in Salem with Ryan Dowd, author of The Librarian's Guide to Homelessness. It's normally a very expensive training. Staff felt recharged and like they

have some new tools to use in the future.

Summer Reading has started off with big numbers already. Barratt Miller, Youth Services Librarian has visited assemblies at every elementary and middle school. Last year, after visiting one school, participation from that school quadrupled, so we are expecting great participation this year.

Touch a Truck is on Monday, June 17, which is the official start to Summer Reading. The weekly concerts in the park start on Wednesday, the 19<sup>th</sup>.

Maureen is part of the architect selection committee for the new County and Gladstone Library project, which will include the school and park.

She was also part of the selection committee for the new Director in Newburg. It was good experience for what we have coming in the future. In an upcoming meeting, we will be discussing what the Board would like to see in the future Library Director.

Our statistics look good. The door count was 3,000 higher than May of last year. Our holds ratio is the lowest that it has been.

#### **7. Approved Budget:**

The Board was presented copies of the budget that was given to the Budget Committee and City Commission. Maureen explained that it included money that we have in contingency. The money is reported but is not available. It includes a building reserve. Our operating funds include the \$2.2 million from the Library District and \$150,000 that we get from the City. The Finance Department calculates our personnel costs and we adjust the money that goes to services.

#### **8. Review of Oregon Library Association Standards for Public Libraries**

The State Library is now tracking the report that we use to self-report. The report that the Board sees is a copy of what was sent to the State Library. We are doing pretty well except there are a lot of surveys and assessments that we said that we would do that we have not done yet. They are in our Strategic Plan and Commission goals.

Nick Dierckman commented that a lot of the questions are very subjective and some no's should actually be N/A. Those that we answered yes to would not change unless staff determines that it becomes less important to us. Many of the no's are in our Strategic Plan.

Larry Osborne considers these potential flashpoints to the public. A small group of people can make something a big deal. We need to know our community and what's important to them, which is what we count on from the Board. We should be more aware of potential partnerships and connect with them, rather than duplicate.

#### **9. Communications:**

LDAC – did not meet. The County Commission reviewed the document that was given to them from the Big Task Force. The Commission did not want to include the elected officials in the Task Force.

The Library District Budget Committee passed the budget, which comes from a formula that is in the document.

Foundation – Their last meeting was primarily about the Dolly Parton Imagination Library. They took a field trip to Wilsonville Library, who is a partner and got a lot of questions answered. The

general consensus was to move forward with the concept but there are still a few questions that need answered in time, but they are committed to the concept. Maureen and Karen Martini will be starting to fill out the paperwork soon.

There were questions as to how Wilsonville measures their success and whether it has had a positive impact on the community? Each partner gets to define their own service area and we need to identify the number of children that would be in our project. It will be a revolving door of families and children. Anecdotal data says that reading scores of kids is impacted by their readiness.

We need to get fiscal commitments from our financial partners that will take time.

Friends – are doing well in their new facility. They met today and discussed the Dolly Parton Imagination Library. The Foundation is looking for a monetary commitment from them down the road.

They discovered the Clackamas County Bookshelf where they can take books that they no longer need. The Friends were in need of children's books for the book store and bought some from them.

They reported that they had an incident while they were open of books being stolen. They are looking into better security.

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

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

The meeting adjourned at 6:08 PM.