



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, August 14, 2019

Commission Chambers

5:00 P.M.

1. Call to Order:

In attendance were Ken Hall, Scott Edwards, Larry Osborne, Suzanne Jefferson, Nick Dierckman, 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 5:01 PM.

2. Approval of Minutes:

Larry Osborne moved to approve the minutes of the July 2019 meeting, as written. Second by Kari Linder. Motion passed, all in favor.

3. Public Comments: none

4. Library Director Report and Statistics:

We had our highest door count ever in July; 43,784, which is 4,000 more than this month last year and 2,000 more than last month.

All July stats look good. Circulation is going gang busters, over 53,000. The only drawback to that is the staff are starting to feel tapped out and some programs have had higher attendance than the building allows. We've had to monitor the gathering of kids for their programs because they were blocking access to the hallway and creating a safety hazard.

This is the last week of Summer Reading programs. The Children's staff will take a 2 week programming hiatus. Reading logs can be turned in until September 1st. Teen and Tween attendance is up considerably this year due to Sabrina and Barratt visiting the schools.

We are finishing up the interviews for the 15 hour per week department focused assignments. These assignments will provide back up to their departments. We will need to backflow coverage if the staff member who gets the assignment has any existing shifts.

We had a few disturbances since the last meeting. There was a politician who used the Community Room for a Town Hall that placed banners and signs in the yard, which goes against our Community Room policy. They were compliant when asked to take them down. There were also Proud Boys (a far-right wing organization who wear specific shirts to identify themselves) were patrolling the property, in case Antifa (far-left wing organization) showed up. The two groups represent the far extremes on each side. We will start to ask more questions when we are taking reservations to anticipate potential problems so that Staff and Police have a heads up.

Scott and Denise were witnesses to an incident with a regular patron who came into the building from the fountain, wet and with no shirt or shoes. He went upstairs and started a fight with

another regular patron. Scott saw them coming out of the elevator with one of the individuals being very loud, belligerent and aggressive and followed them outside where they proceeded to get into a fist fight. The Police were called and one of the patrons was arrested and is now banned from the Library permanently, in part because of the fight and also because we were able to identify him as the person who had made a mess in the bathroom previous to the fight. We don't take banning patrons lightly. We currently have 5, but there are times that it is necessary. When we are as busy as we have been, it comes with the good, the bad, and the ugly. Safety is always at the top of our list, which is why we need policies to back us up.

Don't forget the Volunteer Appreciation event on Thursday, August 22nd.

5. Library Policy Review:

Maureen presented a revised version of the Patron Behavior Policy. We took out the sentence that said that eating is only allowed in a designated area. We decided that we didn't have a good area for that to be, so we took it back out. That is the only change.

Nick asked if there is a legal review of our policies. The City Attorney reviews them.

The Community Room Policy has been reorganized so that it flows better and that each step is clearer. We emphasized the prohibited behavior. Some points are repeated intentionally. We realized that the person making the reservation is often not there and they should be. They are the ones responsible for making sure that all parties know what was agreed to.

We added that clean-up and set-up time is included in the reservation. We have also realized that we need to be able to help with the tech equipment in the room to ensure that it is used correctly.

The new format is more organized, states the prohibitive behavior, and give the staff the authority to ensure that the group is following the rules. These changes are based on recent experiences.

The Board had a few suggestions for wording changes and additions.

Larry Osborne moved to approve the Community Room Policy with the corrections discussed tonight. Second by Kari Linder. Motion passed, all in favor.

Cynthia Andrews moved to approve the Behavior Policy as presented. Second by Kari Linder. Motion passed, all in favor.

The Bulletin Board Policy was updated to be in alignment with the Community Room Policy to be more specific in that no signage can be posted outside of the Community Room.

Cynthia would like to have a line added saying that 'in case of disagreement, the Director will make the final decision'. The Board had a few wording changes that will be reflected.

Larry Osborne moved to approve the Bulletin Board Policy with the corrections made. Second by Ken Hall. Motion passed, all in favor.

A Collaborative Partnership Policy was presented. Some groups that meet at the Library believe that we are partners because they hold their meetings in our space. This policy gives some clarity to what we seek when we become partners with a group. We need a formal partnership agreement for those times we do want to be partners. The group needs to follow our guidelines

and we need to let them know what our expectations are. As a public entity, we need to be able to explain why we are or are not partners. The Board would like to see a signature line added.

The Library has the right to cancel an existing partnership if it no longer fits our needs. Do we need a process or check list of criteria of things to consider? Maureen will work on this policy more and bring it back to the Board.

6. Discussion re: next Library Director:

This is the second meeting Maureen has had with stakeholders to see what they want in the new Director. She spoke with the Friends today. A list of things that the Director will need to deal with in the future has been prepared by Maureen. What skill set do we need in order to accomplish those things?

The Board thought that the following skills are necessary:

- Can grow with the job
- Be an influence in the Library District and State and can state a position
- Provide leadership outside of the Library, especially with the LDAC Task Force
- Be aware of safety issues
- Above and beyond involvement in the Community
- Implement the Strategic Plan
- Use the Strategic Plan for sustainability and growth
- Bring more services to our Unincorporated service areas
- Be familiar with our entire service area
- Devote time to finding funding sources
- Nationwide search to get new, fresh ideas that are not already in Oregon
- Interested in the history of Oregon City
- A strategic thinker who can implement work, rather than run operations
- Ability to work with a lot of disparate groups

Maureen shared thoughts about the interview process and is working with Human Resources but welcomes any ideas or thoughts.

7. Communications:

LDAC – did meet. There has been some progression with the County and Gladstone merger.

The new progress report has been approved. There is detail of what information is gathered and how that information will be used.

Foundation- did not meet in July due to not having quorum but are moving forward with a soft opening of the Dolly Partin Imagination Library and are working on developing funds. On October 18 there will be a kick-off concert with Ellen White. Details are still being worked out.

Friends – Have money in reserves to help with any projects that come around. They have some new volunteers and the bookstore is doing well.

8. Future Agenda Items:

9. Adjournment:

The meeting adjourned at 5:54 PM.

