



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, October 9, 2019

Commission Chambers

5:00 P.M.

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#### 1. Call To Order: 5:03 pm

In attendance were Scott Edwards, Larry Osborne, Nick Dierckman, Kari Linder, Cynthia Andrews, Susie Jefferson. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Scott Edwards called the meeting to order at 5:03 PM.

#### 2. Approval of the Minutes:

Nick Dierckman moved to approve the minutes of the September 2019 meeting, as written. Second by Kari Linder. Motion passed, all in favor.

#### 3. Public Comments - None

#### 4. Library Director's Report

The door count was up 1000 from September 2018, but was down from August 2019. Circulation was up by 5000, reflected in both print and digital collections. Net holds were around 4000. OC remains net borrower, but this ratio has stabilized. Collection deemed healthy. Number of reference questions were nearly twice last year's numbers.

Library of Things collection launched and went well, as reflected by open shelf space (LoT items are either on hold or in circulation). Half of LoT grant has been spent thus far. Multiple staff were recognized for their efforts.

Theft of LoT collection items is becoming a concern due to present limitations of security and presence of high value items. To deter theft, security cameras will be added to this collection area, as will signage informing patrons that the area is under video surveillance. Possible future security additions, to include door gates, was discussed, as was the balance of being good stewards of public funds while not making patrons feel distrusted.

Board Members asked questions concerning present RFID practices, LoT collection development practices, item-based liability, particulars of LoT checkout and circulation practices, and potential for donation of puzzles. Current LoT policies acknowledged to be malleable, based on feedback and reevaluation. LoT does not accept donations of puzzles, but the Friends do.

Our programming efforts are maturing. The first event in the Adult Building Bridges program series was well attended. Outreach at schools, juvenile detention facility, and inclusion efforts (BAM programming) are all going well.

The physical changes have been completed to the Community Room external door in order to facilitate more access. Policies around new use of space are still being developed and finalized. Possibility that this will fall to new Library Director.

## **5. Review State Library Report**

We are slightly down in staff numbers. New statistic questions were added to the report. Current patron count is approximately 20,000, with an average addition of 3,300 patrons per year. Funding from city is stable.

The Board asked the following questions:

- Why was there a decrease in number of children's programs this year but a higher number of attendees? One Friday story time had been discontinued.
- How do we determine how much collection is needed? Evaluation benchmarks have moved from quantitative to qualitative measurements.
- How do we use the State Library Report data? Some data used to determine funding from grants, and comparisons between locations. The information isn't all used, but it is mandated
- Is the formatting of staff salaries i.e. exempt employees on hourly basis? This is the hourly rate reflected on salaried staff paystub.
- We have had a good increase in volunteers, which is good, but it requires more staff time and oversight. We are working on rebuilding the volunteer base. Katrina Charfauros does a great job with this.

## **6. New Board Member Interviews**

The Board appreciated Maureen's revision of the questions. The recruitment is now closed, with 4 current applicants. Final applications have not yet been received. The interviews are anticipated to happen at the November meeting.

## **7. Update on Library Director Recruitment**

There are 11 applications currently. The application window closes on the 21<sup>st</sup> of October. Maureen, Denise, and Patrick will determine specific timeline of the hiring process. An Open House style function is anticipated at the conclusion of interview process.

## **8. Prepare for Annual Report to City Commission**

We need to get on the City Commission's agenda before January to provide an annual report, which will include the successful completion of items in the Strategic Plan, community outreach, and many things Library is doing. Usually the Board Chair attends with Mo to give this presentation. It's also a good time to get well deserved recognition for the staff.

The Foundation will also be making a presentation for the Dolly Parton Imagination Library, maybe on the same night.

The presentation should be brief, painless, and easy, while also getting our points across.

We will be closed next Monday through Wednesday, October 14-16, to have some training with a focus on Diversity, Equity, and Inclusion. On Monday, we will be at a training with all LINCC libraries. Tuesday is our annual cleaning day. On Wednesday we will be doing an inhouse training on homelessness that was written by Ryan Dowd, who is an attorney out of Chicago and runs the largest homeless shelter in the area. He does trainings that are specifically focused on homelessness and libraries.

## 9. Communications:

**LDAC** - the discussion continues between Canby and Oregon City in regards to the split in our service areas. Canby used the meeting as a way to discuss this with all libraries. Canby has been under financial strains for a while and it's been discussed before, so it wasn't a surprise. Canby wants the service area redrawn today. The result was that it will be the first topic looked at during the Large Task Force.

City Manager, Tony Konkol attended in Mo's place and spoke for Oregon City. He was steadfast in his positioning with this needs to be done in the Large Task Force and needs to be data driven. Most of the LINCC were supportive of it being one effort and had questions, as we will, as it relates to money.

**Foundation** – they are wrapping up plans for the October 18<sup>th</sup> kickoff event for the Dolly Parton Imagination Library. It will be held at the Pioneer Center from 6-9 PM, with Ellen White performing. Cynthia hopes to see other Board members in attendance with open hearts and checkbooks.

They had the opportunity to meet with other regional partners in the program to learn about their experiences. The School Board Foundation is on board with being a partner.

**Friends** – donated \$500 to the Dolly Parton program. They will be having a Black Friday sale that day, through Sunday with 50% off of everything but artwork. They also sell gift certificates.

The Friends also approved support of First Grade field trips to the library. They will be sending money to those schools that request it for transportation expenses. They have pledged up to \$1,000. The amount that the school can receive is based on the number of children that are on free and reduced lunches at that school.

## 10. Future Agenda Items:

Board interviews will take place in the November meeting. Scott and Suzie will be recused from the meeting since they are being interviewed.

Ken asked about the embargo that McMillian publishers is placing on sales of ebooks. Libraries can only purchase 1 copy of a title. There are online petitions to have this changed. Mo will send any additional information she has. It will greatly restrict our access.

## 11. Adjournment:

The meeting adjourned at 5:56 PM.

