



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, December 11, 2019

Commission Chambers

5:00 P.M.

1. Call To Order:

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

Susie Jefferson was excused.

Scott Edwards called the meeting to order at 5:02 pm.

2. Approval of the Minutes:

Nick Dierckman moved to approve October and November's minutes. Kari Linder seconded. The motion passed, all were in favor.

3. Public Comments: none

4. Library Director's Report

Maureen thanked the Board for doing interviews while she was away. Scott Edwards and Susie Jefferson were reappointed.

There were no statistics to report this month due to new concerns about the door counter's accuracy. It may have been counting in two different ways. While library attendance has been great, it may not be what we thought it was. The solution to make door counter count accurately needs to be looked up and implemented and will take some time and effort.

Maureen reported that she will be in attendance for the January Board Meeting. January 31st will be her last day.

The basement remodel to reduce noise should start soon. This is also an opportunity to make other changes for better staff productivity.

The Community Room door alterations are complete and working well. The next step is to look at procedures and policies for when staff isn't there.

The dead Dutch Elm tree was taken down without issue on Monday the 8th. It had been starting to drop branches. A new tree has been planted. In January trenching around the two remaining trees will occur in order to prevent the disease from spreading.

Evaluations have all taken place in the last month or so and were time intensive.

Staffing challenges include a wave of on-call departures. Options for filling the hours are being explored

and may include recruitment, if needed.

The Building Bridges programs have been going well, as demonstrated by good attendance and lots of interactions between attendees. Programming has grown over last few years and is getting more sophisticated.

A Community Wide Read is happening at the end of February in partnership with Clackamas Community College. Gina hopes to make it a yearly event with support from Friends and the Library Foundation.

The Friends' annual luncheon was very nice. Maureen was speaker. There are a lot of lasts happening.

Maureen, Barratt Miller, and Karen Martini attended an Oregon City Optimist meeting. They have committed to donate \$1500 for Summer Reading and Dolly Parton.

The 2nd round of interviews for the new Director happened last Thursday. There was a panel of 5 staff, who also gave a tour. Three Board members were at the Meet and Greets. Each candidate had 30 minutes without other candidates in the room to answer 3 prepared questions. It went well.

The next step will most likely be for a few candidates to be asked back to talk to City Manager. Tony has been great and open to listening to our opinions.

While Maureen will be back in January, she wanted to thank you for supporting us. It helps to have people to give us feedback on policies, have representation in communities, see the backend and appreciate the work that the library does. She hopes that the Board enjoys it, as well.

A Draft plan for meetings in 2020 was presented. It's a good way for the Board to be exposed to all information, exposure to policies routinely, etc.

Nick asked if the by-laws have the right mix of in and out of City representation. Should they be adjusted or discussed? We currently have 3 In City members, 2 Out of City, and 1 At Large. There doesn't need to be a change but it's something to keep in mind.

In regards to LDAC discussions, Nick wondered if we should have more representation from our unincorporated areas. We should look at how we focus on that areas that is in our Strategic Plan.

Nick also mentioned the OPB interview with Alexis Braley. It makes him proud to be part of our library, offering this programming. The last program had people attend from outside of Oregon City.

5. Discussion on annual presentation to the City Commission:

The Library makes a Commission Presentation yearly to inform them of what we've been working on. It will be on January 18th. Maureen suggested highlights or a list of the things we have done that the Commission would be interested in. She can make a short Power Point with bullet points for Scott to give. Please let her know if you have any other suggestion.

6. Communications:

LDAC-there's no meeting; task force hasn't started yet. Maureen, the new director, Nick and Larry Osborne will be contacted soon with meeting dates and who can vote for the city. The expectation is that all should attend the first meeting and at least two after that.

Foundation- is not meeting in December. November's Dolly Parton function was very successful, with approximately \$19,000 raised! In November's meeting the discussed how to handle all the details.

In January they will meet to look at bylaws, infrastructure, managing DPIL and possible new goals that involve the new director. Once they are in place, they will tighten the details and manage operation in future.

Friends - Ken reports that Friends are not meeting. December's luncheon was enjoyed.

Maureen's Retirement Open House is on Friday, December 13th at 3:00 PM.

7. Future Agenda Items:

Cynthia asked how the training with other libraries on topics like homelessness and others went. She would like to hear back regarding how our training has went and how we will address those issues in the future.

8. Adjournment: the meeting adjourned at 5:37pm.

