



City of Oregon City Meeting Minutes Library Board

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

Wednesday, February 10, 2016

Commission Chambers

5:00 P.M.

1. Call To Order:

In attendance were Dan Millard, Jan Wallinder, Scott Edwards, Don Wright, and Lara Ingham. D.A. Hilderbrand arrived late and Eileen Sheridan was absent.

2. Approval of the Minutes:

Minutes for January's board meeting were approved unanimously as presented upon the motion on Don Wright, which was seconded by Jan Wallinder.

3. Public Comments

There were no public comments.

4. Library Director's Report

New Youth Services Librarian Barratt Miller was introduced to the Board. She gave some background and talked about the programs which she was actively planning. Barratt fills a staffing need which has existed in the library for too long; there is a lot of enthusiasm about what she brings to the table.

Library Director Cole reported on statistics. The door count is relatively stable but circulation numbers have gone down. Therefore it is hard to blame all circulation drops on the construction, although it seems possible to blame some of that on construction. Regardless, circulation will go up when the building reopens so no one is very concerned.

It was unclear from the January Minutes if the board wanted to pursue strategic planning immediately or not. Regardless, the library director was unprepared to move forward with it this month. She suggested however that the board could be a huge help with policies. It was decided to discuss a meeting room policy in March. The library director will try to send a draft out ahead of time with attention drawn to issues and decision areas such as charging.

The library will be closed a half-day on March 31 for some staff training.

5. Building Report:

The building project is going well. The library director shared the power point [presentation she had most recently shared with the City Commission to give the board a real sense of progress. So far, the project is still on time and on budget. The addition will be done in late June or early July and the library will move into the addition in early July. The work in the Carnegie will be done in late September and the grand opening will be in October, 2016.

The contract for the project manager requires amendment. The library director explained how the project was much longer than originally projected due to the lengthy public process and design/approval process in addition to extra length requested by the contractor. Further, more money has been spend monthly on project manager work than originally projected.

The library director requested the library board approve a motion to support the request which will go to the City Commission next week to approve the amendment. Jan Wallinder moved, with Don Wright seconding, to

support the request for the contract amendment. In support of the motion, DA Hilderbrand commented that this is the best managed project he has ever worked on. The motion was approved unanimously.

6. Communications:

The library director filled the board in on some coordination and communication work the Foundation and the Friends of the Library had been working on. These groups are trying to coordinate their activities, based on a fundraising workshop attended by both. They have decided this should formally extend to the library board and pledged to communicate with the Library Board at each monthly meeting. Jan Salisbury is the new liaison from the Friends; DA Hilderbrand and Linda van Haverbeke report for the Foundation. At this meeting, Jan reported that the Friends are within \$3000 of meeting their pledge of \$100,000 to the building project.

7. Future Agenda Items: Policies

8. Adjournment: the meeting adjourned at 6:20 p.m.

