

**Oregon City Public Library**

**Library Board**

**625 Center Street**

**Oregon City, OR 97045**

**503.657.0891**

**September 14, 2016**

**Commission Chambers**

**5:00 pm**

**ATTENDING:** Scott Edwards; DA Hildebrand; Dan Millard - Chair; Eileen Sheridan - Vice Chair; Jan Wallinder; Don Wright; Maureen Cole - Library Director; Lynda Ackerson - Library Manager; Excused: Lara Ingham

**CALL TO ORDER:** The meeting was called to order at 5:03 pm by Chair, Dan Millard.

**APPROVAL OF MINUTES:** Minutes from the August meeting were approved as written.

**PUBLIC COMMENTS:** There were no public comments.

**DIRECTOR'S REPORT:** Maureen Cole asked that the Board skip the October meeting since it will be our first day open after a week closed and we will also be getting ready for the Grand Opening that week.

**MOTION:** Don Wright moved that the Oregon City Library Board skip the regularly scheduled October meeting due to the Library's Grand Opening on October 15. Seconded by Scott Edwards and unanimously approved.

Maureen Cole asked the Board to consider a change to the approved Meeting Room policy. It has become apparent that some groups may want to schedule regular monthly meetings in our conference room and would appreciate being able to schedule meetings more than one month in advance. After some discussion, the following motion was made.

**MOTION:** Don Wright moved that the Oregon City Library Board approve a change to the Meeting Room policy extending advance sign-ups from 28 days to up to six months for regular meetings not lasting longer than 3 hours. Seconded by Scott Edwards and unanimously approved.

Maureen explained that some of our statistics this month may not be accurate due to problems with our door counter. Reference statistics will be more accurate due to a more consistent way of tracking how many patrons we help. Library card sign-ups were at 384 last month, more than double the amount from last year. Our summer reading programs wrapped up and were very successful; both children's and adult figures were up. We are in the process of interviewing candidates for several on-call Library Assistant positions. Storytimes and programs resumed their regular schedules on September 6. The library will be closing early on October 3 and 4 so that some interior work can be done. We will be closing on October 5 and reopening on October 12. During this time, the furniture and shelving will be delivered and assembled

in the Carnegie, and end caps and canopies will be installed on the shelving in both the Carnegie and the new addition. The movers will also be in at this time to help us move staff from the Community Room into the new staff space in the Carnegie. All Clackamas County libraries are closed on October 10 for an all-County staff training day. We will be closed on October 11 to allow for staff who normally have Mondays off to have their off time, as well as giving the rest of the staff time to get all the finishing touches done before re-opening on October 12. The Foundation will be holding an event to thank and acknowledge donors on October 14, and the Grand Opening celebration will be on October 15. The event will be from 12 - 3 pm. We will open the library at noon, and the Portland Metro Band will be playing outside. The presentation portion of the day will begin at 12:30. There will be balloon art outside in the reading circle from 12-3, a magic show at 1:30, children's activities, self-guided tours, giveaways and cupcakes. There will be a Foundation drawing at 3 pm.

**BUILDING REPORT:** The new steps are in in front of the Carnegie, ramps are in place, the new staff entrance is in and more concrete has been placed in the spray park/plaza area. The construction trailer will be moved out next week and the final landscaping will be done. The budget is still intact, and we are getting a lot of positive feedback on the building. Don asked about the installation of the Automated Materials Handler, but Maureen reported that we probably won't see that until late spring at the earliest. We do have room for this in our circulation area and there will be two induction sites for patrons to drop off their books as well as a window looking into the area so that patrons, especially children, can watch the machine in action.

**COMMUNICATIONS:** Don Wright reported on the Library District Advisory Board meeting. The Board is being restructured. Members received a course on how Boards such as this are run. The problem between the County Library and the Gladstone Library is ongoing. Don expressed concern that he doesn't feel comfortable making some of the decisions that the Board is asking for. He will presenting a motion at the next meeting to allow members to have time to get back to their Library Directors before making any decisions that may have long term impact. Linda VanHaverbeke reported on the Library Foundation. The Donor Acknowledgement event will be held on October 14, from 7 - 8:30 pm. The Foundation is investigating ways to invest its money. The Collins Foundation donor match has been extended until December 1. We still need 60 \$100 contributions to reach our goal for the match. Jan Salisbury reported on the Friends of the Library. The Friends will be presenting their final donation of \$25,000 at the Grand Opening. The Friends Annual Luncheon will be December 1 at the Ainsworth House. The Bookstore will probably be signing a new 5 year lease on its current building. There is a crew of very dedicated volunteers working at the bookstore, but more volunteers are always needed.

**FUTURE AGENDA ITEM:** There were no future agenda items brought forward.

**NEXT MEETING:** The next regular meeting will be November 9 at 5:00 pm, at City Hall.

**ADJOURNMENT:** The meeting was adjourned at 6:05 pm by Chair, Dan Millard.