



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, June 14

Commission Chambers

5:00 P.M.

1. Call To Order:

In attendance were Scott Edwards, Eileen Sheridan, Ken Hall, Jan Wallinder, Don Wright, D.A. Hilderbrand and Lara Ingham. Director Maureen Cole and Library Operations Supervisor Denise Butcher represented staff.

Jan Wallinder called the meeting to order at 5:06 PM.

2. Approval of the Minutes:

Minutes of the April 2017 meeting were unanimously approved upon the nomination of Don Wright, seconded by D.A. Hilderbrand,

Minutes of the May 2017 meeting were unanimously approved upon the nomination of Lara Ingham, seconded by D.A. Hilderbrand.

3. Public Comments

- . There were no public comments,

4. New Business

Bill Daniels and Denyse McGriff were present representing the McLoughlin Neighborhood Association. They provided a history of the park signage at both 6th and 7th St. at John Adams. In 2001 MNA spearheaded a donation drive for an artist and signs to be placed at 7th St. and John Adams. The sign was in place until it was replaced during the current building project. MNA was surprised that they were not part of the process to design the new sign or that they were not offered the old sign to be returned to them. MNA has met with both Maureen and Phil Lewis from Parks and Rec. The Citizen Involvement Committee and the community would like to see the new sign replaced with something more in keeping with the period of the Carnegie, acknowledging that the Carnegie is now only a part of the library. Maureen has agreed to work with MNA to be sure it goes through the proper channels. MNA and the CIC are looking for a volunteer from the Library Board to be on a panel to go through the community process of seeing what the community wants the sign to look like. The volunteer does not have to be involved with raising donation money. That will be a separate process. Don Wright volunteered to be on the committee to come up with the design of the sign. The current sign will stay in place until a new sign is constructed. D.A. Hilderbrand seconded to support the process but is concerned with the Library having too much signage as is and that we have adequate signage on the building now.

Martin Montalvo, Public Works Operation Manager has suggested that the signs be barcoded so that the city can keep a record of who, when and how much for each sign, so that all pertinent information is available if it's ever needed. Maureen will look into doing this with the art donations we have now.

5. Library Director's Report

Maureen reported that May was another busy month. The RFID tagging project is going well. The main collection is tagged and we are working on returns now. The Automated Materials Handler and the new Self-Checks will be installed in August. When this project is complete, we will no longer have to sort materials going to other libraries. There will be a central sorter at the Network Office. We hope to have the project completed by the end of September. The Board would like a tour upon completion.

The door count for May was over 32,000, which is becoming the norm. We had approximately 600 people at the May the 4th event, although we think the number included many small people going in and out of the building. We had a lot of programs last month and are happy to have the space to use and seeing what works.

Summer Reading started this month. With the help of Willamette Media, we made a very cute promotional video. This year's theme is "Build a Better World" and we are having a friendly rivalry between the Police and Fire Departments to raise money for a butterfly garden. We asked the kids what would make Oregon City a better place to live and more trees and flowers was very popular. The Police and Fire Departments are donating the money for the butterfly garden but kids have to earn the money by reading. The winner of the rivalry gets bragging rights. The first event of this year's Summer Reading is on Monday from 10-12 with a Touch a Truck program. The Public Works, Police and Fire Departments are bringing their cars and trucks for kids to touch.

Maureen will be on vacation starting tomorrow until the 26th. Denise is in charge while she is gone.

Review of the OLA Standards will be bumped to the next meeting.

The Library Board will not have a meeting in August.

6. Building Report:

The top to the curved stack in Teens has been installed but still needs the lettering. Key cards now work on the Carnegie doors. As of yesterday, we are now using the alarm system. We are slowly but surely plugging away at the leftover items and getting down to hardly anything. In the meantime, we have the architects working on some audio engineering for noise reduction, a better, permanent separation between children's and the Hello Desk, and a way to install screens or shades on the skylights and West side windows to eliminate the glare at the Hello Desk. Overall, Maureen is very pleased with the functionality of the building design.

7. Communications:

Jan Salisbury was present representing the Friends of the Library. After reviewing the last 2 years of revenue and expenses, she reports that they are very stable. They have formed a committee who is looking into ways to increase revenue. August 12-13, they will be at the Oregon City Festival of the Arts. Save the date November 8 for their annual meeting. They are trying to make it a more interesting program.

D.A. Hilderbrand reported for the Library Foundation. In last month's meeting, the Foundation approved a \$50,000 donation to fund an opening day collection of materials. We are working with our book supplier, Ingram on pre-processing so that books come in shelf ready and we can get them out to patrons faster. When that piece is done, they will look at our collection and find holes that we need to fill based on parameters that we give them. We are in negotiations with them now to move forward. The Children's department has so many collections with special processing that it is taking time to get that worked out.

The Foundation also approved \$150,000 for technology including laptops and a cart, a 3D printer with advanced software and robots to teach kids coding. They have also set \$150,000 aside in a fund to address future needs, with efforts to add to it. We will have needs down the road that we don't know yet. We were very fortunate to have the donations that we got and for the position that we are in.

The Library Advisory District will meet on Monday, June 26, where they will electing a new chair.

8. **Future Agenda Items:** further review of the OLA Standards
9. **Adjournment:** the meeting adjourned at 6:02 PM.

