



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, July 12, 2017

Commission Chambers

5:00 P.M.

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#### 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 5:02 PM.

Cassandra Dunn, a staff member at OCPL and Alex Halpern, both of whom are currently in the MLS program and Emporia State, were there to observe a Board meeting for one of their Classes.

#### 2. Approval of the Minutes:

Minutes of the June 2017 meeting were unanimously approved upon the nomination of Don Wright, seconded by Lara Ingham.

#### 3. Public Comments

There were no public comments.

#### 4. New Business

Maureen presented a revision to our current Internet Policy. We have changed that you must be 18 to get a guest pass and added that illegal downloads of copyrighted materials or media is prohibited. Patrons must agree to the policy when logging onto the computer.

Lara Ingham moved to approve the advised Internet Policy, seconded by Eileen Sheridan. The motion passed, all in favor.

#### 5. Library Director's Report

June 30<sup>th</sup> was our year end. Looking at the statistics for a year, even being closed for 3 weeks during moving, we have amazing numbers. Since school has let out, we have around 1,500 patrons in the building a day and have about 36,000 in during the month. We have continued to issue 250-300 new cards monthly. We purchased almost 10,000 new items last year and are pretty much done with cleaning out our collection. That total does not include the \$50,000 donation from the Foundation that we have not ordered yet, as we are still finishing the preprocessing setup.

Circulation is not reflected by the door count but it has still gone up. We are not borrowing as many items from the other LINCC libraries and they are now borrowing an increasing amount from us. We relied on them for a long time so now we can give them help. Cultural pass, internet usage and ebooks have all increased.

RFID has progressed to the next step. We are finishing up with tagging the loose ends. We have received our new self-checks – 2 kiosks in the Foyer and 3 desktops. We are the pilot site

for the new self-checks and hope to be live on Friday. The Library Assistants at the Hello Desk will be staying at the self-checks and will only be at the desk when they need to take fine payments or issue new cards. This will make the check-out process faster for both patrons and staff. In August, our Automated Materials Handler will be installed. It will take about a week to build and train staff to use. The benefit to the AMH is that materials are checked in immediately and ready to be shelved sooner. This will be the end of the building process.

We've had a lot of programs this summer that are going great. Summer Reading signups are going like gang busters. Our programs have been so popular that we've had to have 2 sessions. The programs have been focused on being more interactive with parents instead of kids just watching a performance.

We will be scheduling interviews for the Youth Services and Adult Services Library Assistant 2's. These positions will directly support the Librarians and their programs.

The Board reviewed the next section of the OLA Standards, 4 – Materials. Maureen explained her reasoning for the scoring that she assigned. We have a Collection Development Policy. We provide a dynamic collection, which is constantly changing. We have a policy that dictates when we weed materials. Books need to earn their space on the shelf. We mostly go by usage. It's hard to know when you are successful in providing materials that our community needs, that they are interested in, meet local standards and are diverse. We use a purchase list that we get from the County but you need good librarians that know our patrons and their likes. We provide materials in multiple formats. Maureen feels that we meet all or the basic/essential needs.

We have some ESL materials but do not offer any classes.

Our Local History Collection does not follow Society of American Archivists standards.

D.A. suggested that we try to cover 2 sections of the Standards at the next meeting, starting at #5.

Reminder that we will not have an August meeting.

## **6. Building Report:**

Today was our 1 year warranty walk through of the addition. We've been addressing issues with the architect, contractors and builders as we go instead of waiting until the end, so we have a well-functioning building with very minor things to finish. In October, we will do a walkthrough for the Carnegie. While the 1 year warranty is expiring, many of the parts have a 10-15 year warranty. Maureen will be meeting with the architects tomorrow to readdress the noise and light issues.

We will be scheduling carpet and furniture cleaning. It's been a year with heavy volume, so upkeep needs to be done. These costs have been factored into the budget.

## **7. Communications:**

Foundation - D.A. Hilderbrand reported that the Foundation Board took the month off but the signage is moving along.

Sign Committee – No meeting has been called yet.

LDAC – met in June, with a new chairperson from Sandy. They are working on the Annual Report that we give them telling how we distribute the County monies and looking at what the libraries pay to their City for administration. We need to show that County money is being spent on the right things and that it's going towards the good of the Library. Another meeting is scheduled for next month.

Friends – Jan Salisbury was present to report. For the last year, they had 36,275 volunteer hours. They had 5,071 books donated last month and 35,456 items donated so far this year. Last year they had 40,000 items. Their year is November 1 – October 31.

They are looking for ways to raise funds besides the book store. They are looking at the possibility of signing up for rewards from Bottle Drop, Amazon Smile and community rewards programs at local grocery stores. They will have a table of books at the Art Festival on August 12-13. Don asked about the possibility of selling books on the internet. Jan responded that they don't have the staff to do so but that they do use the internet at times to determine the price of some books.

Maureen added that Friends volunteer hours are not included in the volunteer hours that she reports monthly. Having the Friends take in all of the community donations saves us hundreds of staff hours that would be used to sort through books, which is how it is traditionally done. They do pull aside books that they think we may want and Gina goes over from time to time to see if we can use them. The benefits of the Friends keep giving.

8. **Future Agenda Items:** further review of the OLA Standards, starting with Section 5
9. **Adjournment:** the meeting adjourned at 6:04 PM.