



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, October 11, 2017

Commission Chambers

5:00 P.M.

1. Call To Order:

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

Jan Wallinder called the meeting to order at 5:03 PM.

2. Presentation: Phyllis Hines, D.A.R.

Phyllis, who is a member of the Susannah Lee Barlow Division of the Daughters of the American Revolution, presented the Library with a book that they had written that recognizes the fallen soldiers of the Vietnam War from Oregon City and Clackamas County. The intention of the book is to tell the stories of these young people and not just give statistics. They are still hoping to get more information to add to the book. They have donated a copy of the book to every Clackamas County Library, with Oregon City being the first to receive it and have a formal presentation.

3. Approval of the Minutes:

Minutes of the September 2017 meeting were unanimously approved upon the nomination of Don Wright, seconded by D.A. Hilderbrand. Motion passed, all in favor.

4. Library Director's Report

The Library was closed on Monday, October 9 for the 3rd annual LINCC-All Staff training day. This year we mostly celebrated the success of the nearly wrapped up RFID project. Staff and patrons are mostly very happy with RFID. First time check out using the new self-checks is at 80.7%. Those are normally transactions that staff would have handled.

We had a roof leak in the Carnegie from leaves collecting on the roof. Water gushed in down the wall and into the Carnegie basement. It is dry today.

Yesterday was the one year warranty walk through for the Carnegie, which we have now been in for a full year. It was also our 1st annual cleaning day. The Library was closed and staff did all of the things that the custodian doesn't do, like wash walls, furniture, etc. We kept busy all day and plan to do this yearly to maintain the building.

Maureen and Denise have started the Strategic Plan process, with the help of someone from the State Library. We are using the Strategic Planning for Results book as a guideline. The Board will be looped into the process at the appropriate times. There will be a formal stakeholders meeting in February or March. We will need 1 board member representative at that time.

Lara and Eileen's terms are expiring and they will be leaving the Board, so we will have 2 spots that need to be filled; 1 out of area and 1 Oregon City. If you know of anyone who would be good, please encourage them to apply.

Maureen is now the Chair of the Director's Group for LINCC. She is also the President Elect for

Rotary and takes their minutes, as well as being on the Standards Committee for the State Library.

Maureen thanked Denise and the RFID Committee for their hard work on the RFID project, which made things go so smoothly. D.A. appreciates our approach of having a staff member present to help patrons navigate the new system. Having someone assigned there has been extremely useful and makes patrons feel like it's so easy to use and has helped the success. It also gives a human reaction and has someone checking in with patrons. He feels that it is an important piece of the public library experience. Maureen commented that the investment is in having staff have the time to have those human interactions and be able to perform other tasks, rather than checking books in and out.

Our Youth Services Librarian, Barratt Miller, made a presentation at the City Commission meeting on this year's Summer Reading Program. She presented the Fire and Police Chiefs with their stand-ups and they presented us with \$250 each. She has been invited to give the same presentation to the Fire District Board meeting next Monday.

We will be attaching our monthly calendar of events to board packets.

5. Review of OLA Standards

Sections 7 – Advocacy and 8 – Facilities were reviewed. Advocacy goes into the legislative aspect and Maureen feels that this is one of our weaker areas. We do a lot locally, but not on the Federal or State level. The Board feels that it's more important and powerful to be a local advocate.

In Facilities, we are working with Chief Band on creating desktop flip charts with instructions on how to respond to all types of emergencies. We have realized that all City departments are responding differently. We had a training last Monday on Empowerment, discussing how employees can feel and stay safe. We have yearly fire drills. More signage in the community directing them to the Library was discussed.

The new Standards rewrite is still months away. There are 2 sections that need to be rewritten. Next year, we can look at these again, which will be good timing after we complete the new Strategic Plan.

6. Communications:

Foundation – D.A. reported that they are on a hiatus and have not met. There is an event on the 19th at the Library to honor those who donated from 5:30-7. The Library will close at 5 PM. Donor signage is up and looks good. This is Your Library and Dedication plaques are up, the area is cleaned up and it looks very nice. We are waiting for the bench to be delivered.

Sign – there have been no meetings but there has been progress. The sign design guy has asked for wording concepts. Changing the name of the park is being looked at.

LDAC – hasn't met recently.

7. Future Agenda Items: interviews for Board members, setting interview questions, State Library Annual Report

8. Adjournment: the meeting adjourned at 6:03 PM

