



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, November 8, 2017

Commission Chambers

5:00 P.M.

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#### 1. Call To Order:

In attendance were Don Wright, Ken Hall and Scott Edwards. Maureen Cole, Director and Denise Butcher, Operations Manager represented staff.

Scott Edwards called the meeting to order at 5:08 PM.

D.A. Hilderbrand arrived at 5:21 PM.

#### 2. Approval of the Minutes:

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

#### 3. Public Comments: None

#### 4. Library Director's Report:

October's door count was 34,000. Not as good as August, but still good. Circulation was down some. Our circulation is usually steady or up, although that's not the current trend. Our self-checkout rate is still about 80%. We had 38 children's programs last month with over 1,000 patrons attending. Programming in summer months is usually around 1,500. We haven't kept good Teen program statistics but will start getting better at that. TAG members have a requirement to shelve 1 hour per week and meet once monthly to plan events.

We continue to average around 300 new registrations per month. Our overall number of patrons has gone down by almost 3,000 because of Network purging inactive cards. Cultural Pass use is staying steady at 50-60 uses per month. We are adding about 1,000 materials per month. We finally have pre-processing on Adult books through our book supplier, Ingram. The books come in shelf ready, with barcodes, RFID tags, spine labels, etc. This offsets the cost of staff having to do the work. We want staff to be spending time with patrons instead of behind the scenes. Children's pre-processing is the next step but is more complicated.

Staffing is in flux right now. Judy Corless is retiring at the end of the month and we are replacing her with a Library Assistant 2, 30 hour position in-house candidate. We had one long time staff member move to the Coast and another get a Full Time job at Gladstone. There may be further fall out from this but in the meantime, we have posted an On-Call position for less than 20 hours per week to get more flexibility. The 24 hour position that was vacated is a union position, so we can replace it, but we are going to hold out and see how things work out first.

## **5. Annual Report to the State Library:**

The Annual Report to the State Library was due on October 1<sup>st</sup> and the Board was provided a copy. You can see our answers from the previous year for comparison. Other paid staff (not Librarians) has gone up, though it is always in flux, which is appropriate for our size of library.

Our income goes up a little every year from the District monies. The 2017-2018 and 2018-2019 budgets are already in place. The City contribution in Revenue has been reduced to \$100,000 per year. In expenses, we are at the tail end of the building project but there are still some expenditures showing.

Our physical collection shows the highest change. It shows the weeding that we did from moving, RFID and getting rid of what was in storage that was old and in bad shape. We now have 46,000-47,000 items and are adding around 1,000 items per month. We are in a building year. While we need more materials, we are still in better shape because of the quality of the books we got rid of.

The circulation number from last year is not correct. It shows as higher than it was. We tried to fix it but it has to be done on a National level. This report is a yearly look of the snapshot that she gives the Board monthly.

One of the biggest changes in this year's report is the additional square footage of the building, from 5,000 to 21,000 square feet. That's something to shout about!

The OLA Standards try to keep quantitative numbers in mind but not have it mean everything. There is a movement to go to more outcome based with PLA's Project Outcome. More on that with the strategic plan.

A draft report from the Library District was presented. It makes sure that we provide information to the Board of County Commissioners to show that we are using District funds in an appropriate and legal manner. LDAC tries to put together some sort of information so that they know there is some oversight of how the funds are spent and that the cost that cities are allocating to the libraries are fair and spent directly on the library. The subcommittee has come up with a draft report that is basically based on the State Report.

Our City is very good about keeping our money separate. If we don't spend it, it goes into our reserves. We put a small amount toward IT and share a small amount of salary to Facilities.

The draft report needs to be filled out by January. They ask for some Board information to make sure that all of the County is represented, which ours has always been. Much of the report is based on the State Library report, so it isn't a big burden, but she isn't sure who looks at the report next or what they do with it. LDAC recommends that the report be accepted by the County Commissioners. When the report is complete, she will run it by the Board before it goes back to LDAC.

## **6. Art Policy Review:**

We have already had 2 art displays and we need a policy to limit our responsibility, procedures, expectations and outline who decides which artist's work we show. It hasn't been a problem so far. In the future, we could figure out how to use other spaces on a first come, first serve basis. The majority of the displays will be in the Carnegie, which is an Adult area. There was a question as to who decides what content is appropriate. Displays would follow the Library's standards as reflected in the Behavior Policy. We would like to use the policy as written, see how it goes and revise as needed.

Don Wright will revise some wording in the Policy. The content and revisions of the presented Art Policy was moved for approval by Ken Hall, second by D.A. Hilderbrand. Motion passed, all in favor.

The Conference Room Policy was written to allow patrons age 13 and above to be able to reserve the meeting rooms. Due to some damage to the rooms and patrons misbehaving, we would like to raise that age to 16.

Don Wright moved to revise the meeting room policy to raise the age from 13 to 16 and above to reserve a room, second by D.A. Hilderbrand. Motion passed, all in favor.

## **7. Interview Process:**

There will be 3 applicants at next month's meeting for the open Board positions. The Board reviewed and accepted the interview questions. Board members should let Maureen know if they have any other thoughts on the questions and will invite the candidates to the December meeting, which will be the last for Lara Ingham and Eileen Sheridan.

## **8. Communications:**

Foundation – has had some changes in members. They are going to wait until this Board does the Strategic Plan before they do their planning.

Friends – had their annual luncheon today. Don Wright and Maureen attended and thought that there was good speakers.

LDAC – Clackamas County, Gladstone and Oak Lodge Library have come up with an agreement on library services. There will be 2 libraries, ran by the County. Gladstone will drop their lawsuit and build a smaller 6,000 square foot library. The County will build a bigger library. In May 2018 a ballot measure needs to be passed for Gladstone to contribute \$200,000 per year to Library operations. When the ballot is approved on that concept of expenditures, the County will rewrite the master order so that District money can go towards capital. Maureen is part of that committee and met with them today. They are proposing models on how to rewrite the master order. The County is willing to stay in long enough to get Gladstone and Oak Lodge new buildings and then hope that in the future someone else will take over running the libraries.

Sign Committee – has met and is moving forward. An artist has come up with a concept for the sign; wood, engraved, black with gold letters. What goes on the sign and the name of the park is still being determined. There are strong feelings in the group that the name Carnegie needs to be on the sign. The official municipal charter name is Oregon City Public Library and does not include the name Carnegie.

## **9. Future Agenda Items:** Board member interviews

## **10. Adjournment:** the meeting adjourned at 6:10 PM by motion of Ken Hall, second by D.A. Hilderbrand.

