



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, February 14, 2018

Commission Chambers

5:00 P.M.

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#### 1. Call To Order:

In attendance were Don Wright, Jan Wallinder, Scott Edwards, Ken Hall, Larry Osborne and Nick Dierckman. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Jan Wallinder called the meeting to order at 5:00 PM.

#### 2. Approval of the Minutes:

Larry Osborne moved to approve the minutes of the January 2018 minutes as written. Second by Scott Edwards. Motion passed, with all in favor.

#### 3. Library Director's Report

Maureen reported that we are still wrapping up some details of the building project. The right outside benches were installed last week. We are still working with the construction architect on a few extra things. Since the project came in on time and under budget, we have the money to get these things done.

The RFID project is coming to an end. We are still piloting the new hold slips. The Board gave positive feedback on the new slips. There is still a little work to be done with them before the other libraries start using them.

Aaron Novinger, our Technology and Library Promotion Librarian, has been accepted to the 1<sup>st</sup> ever Leadership Institute of the Oregon Library Association. He has been preparing for several months and was also awarded a scholarship to attend. He will meet up with others in the group at OLA and will at some point be in Pendleton for a week.

Gina Bacon, Adult Services Librarian, will be attending the national Public Librarian Association conference in Philadelphia. This conference is focused entirely on public libraries.

Our programs are going gangbusters. We had over 1300 kids attend 43 programs last month, which is over double what attended last year. We are still struggling with YA programs but we now have a TAG group that is coming up with ideas. Jen and Gina are planning some good Adult programs.

Our pre-processing with Ingram, our book vendor, is finally in place. It took months to get the profile done. We can now move forward in Collection Development and start working on the Opening Day Collection. Ingram will look at our existing collection and find any holes that we have and recommend books we should have. These books will be purchased using the \$50,000 donation from the Foundation and will come in pretty much shelf ready.

The City has purchased new Business Systems software that includes Finance, Personnel, accepting payments, etc. The software has an extra module provides a robust scheduling feature. We have decided to add that extra module and are splitting the cost of it with other City departments.

Maureen attended the Commission retreat. The Library is no longer a state goal of the City now that the building is done. Being an off year, it was mostly an update of the biennial budget to the Commissioners.

We have started advertising for the open Board member but so far, have had no bites.

Our door traffic for last month was 35,500, compared to 27,000 last year. Now that we have been open in the new building for over a year, the statistics are apples to apples. While attendance is up, circulation is down, which is a nationwide trend in libraries. It shows that the Library is being used as a space, more than just to check things out. People have a lot of options for ways to get their materials now. It was mentioned that we have a good social media presence, thanks to Aaron, and that might be a good stat to keep.

#### **4. Strategic Planning:**

We had a staff Strategic Meeting half day meeting with staff at the library last month. 28 staff, out of approximately 36, came. Darci Hanning from the State Library facilitated. Staff were walked through the timeline, the Mission and Vision and service responses. We had great participation and it was very enjoyable.

We also reviewed the responses to the three community questions that we asked in December and January. We've gotten the least valuable information so far from those responses. The next steps are to hold a Stakeholders meeting which lasts approximately 8 hours. From there it goes back to the staff to refine, to the Board to approve and maybe for the Commission to adopt. A list of potential Stakeholders was provided, discussed and approved. Larry Osborne and Scott Edwards will be the Board representatives. Maureen will then contact those people to see if they are interested and give some dates for potential meeting times.

The Board's next role will be to review the plan when it comes together.

#### **5. Communications:**

Harryette Shuell, Chair of the Friends of the Library, was there to invite a Library Board member to be a liaison at the monthly Friends' meetings. They take place on the 2<sup>nd</sup> Wednesday of the month at 3:00, at the Library.

Harryette updated the Board on their upcoming events and the kinds of things they provide the library, like the purchase of the Cultural Passes, programming and equipment. In December, there will be events to celebrate the 20<sup>th</sup> Anniversary of the Bookstore. Maureen mentioned that the Library would be nowhere without the support of groups like the Friends and Foundation. Ken Hall might be able to wander in to some meetings.

Jan Wallinder has agreed to be the Board liaison to the Foundation and attend their meetings, which are held on the last Monday evening of every month at 5:00.

Nick Dierckman attended the last LDAC meeting and would like to be considered to replace Don Wright on the committee.

Ken Hall moved that Nick Dierckman be the Board's representative to the Library District Advisory Committee, second by Scott Edwards. Don Wright abstained. Motion passed.

Maureen will bring the motion to the City Commission and then to the County Commission.

There is no update to the Master Order and if we get lucky, there won't be. This might turn out to be less of an issue than it has been. They reviewed content of the annual report. The format will be revised again to be clearer. There seems to be movement towards a positive structure.

Don Wright was thanked for his service on the LDAC and for hanging in there. He will continue to serve until Nick's appointment has been approved.

**6. Future Agenda Items:** Strategic Planning, LDAC and Guiding Principles

**7. Adjournment:** the meeting adjourned at 6:20 PM

