



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, March 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 5:04 PM.

#### 2. Approval of the Minutes:

Don Wright moved to approve the minutes of the February 2018 minutes as written. Second by Larry Osborne. Motion passed, with all in favor.

#### 3. Library Director's Report

Maureen reported on statistics from February. She has added social media “likes” or “followers” so that we can watch how it increases. Oregon City has the most likes of any Clackamas County library on Facebook.

Our circulations numbers are looking very strong. She went back to look at previous months and found that she was not using the same values each month from the report we get from the County. She has corrected the numbers back to July so that we are looking at the same data each month. With those adjustments, our circulation is going up in a time when the national trend is going down.

We have added quite a few more materials this year than last. Self-check usage is almost double since we’ve gotten the new machines. The door count is starting to level off now that we are looking at apples to apples.

We are still receiving more holds from the other libraries than we are sending out. We would like to see that be more balanced so that we are contributing as much as we are receiving. We are trending in the right direction but it takes time to level out.

Our Reference stats are way up, although we aren’t sure how consistently they are being tracked. Program attendance continues to rise. Although we have less borrowers now than we did at this time last year, we are continually adding 250 plus new registrations monthly, but cardholders that haven’t used their cards are continually falling off.

The amount of items we add and process each month comes in waves, based on when the selectors have time to order. We currently have 4 people selecting materials, each with a flat budget. The selectors have started placing orders and receiving books from the Foundation donation. Adult orders have all been placed and Gina is doing a lot of moving of collections to make them more patron friendly. Children’s will be starting their orders next.

On Friday, several staff members will be getting training on our reporting tool, so we will see what new kinds of information we can get.

The possible replacement that we had for DA's Board position lives outside of our service district, so sadly can't serve on our board. We have a quorum, but we do need to fill the position. We need an out of city rep, preferably someone who has children or represents something that we don't already have.

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

We are the point in the process of putting together our Stakeholder's group. We are trying to find a time when the majority of the group can attend two meetings in May. We will have the dates for those meetings tomorrow.

Tomorrow we are having a small group of staff looking at potentially rewriting our Vision and Mission. We will use ideas that were gathered at the full staff Strategic Plan meeting.

During the last Strategic Plan, the Board's involvement was mostly in writing the guiding principles. After the new Vision and Mission are written would be a good time for those to be looked at again, to see how they fit.

There are 18 service responses or areas of work that a library can focus on. The goal is to select 4-6 that we really emphasize. You still do the others, but you don't focus a lot of resources on them. The guiding principles are along the same lines as the service responses. The Board wonders if we should look at these as values, not principles. The values should be something that we do in a concrete and specific way and along with the Mission, can also say why we don't do certain things.

The Board will continue to think about this and will look at them again after we get more feedback on the Vision and Mission, which won't be until June, after the Stakeholder's meeting.

Tomorrow, the staff will come up with fragments of sentences or statements to take to the Stakeholders, who will meld them into statements, which are then brought back to the Board and then City Commission for approval.

The Strategic Plan should be a useful document, not something that just sits on the shelf. Our budget should also reflect the plan.

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

LDAC – has reinvented itself with 2 task forces; a small one for the recommendation that the County fund the new County and Gladstone libraries and a larger group that will work on longer range things like if the District needs to go out for a new bond measure and should District money be able to be used on capital, which is a good discussion to have with Library Directors, City Managers, Library Boards and elected officials. Maureen will most likely be involved in the larger group. Now is a good time to look at the issues that have bogged us down and bring up these issues while eyes are on us.

We are fortunate to have great support from our Network Office and its manager, Greg Williams and his boss. Network provides centralized services to all of the libraries in the county that are paid for out of the County's general funds, not District funds. Greg is constantly looking at other services they can provide and lobbying for the libraries.

The new report that they have been looking at will be part of the work of the larger group.

The creation of the District was an effort to stabilize and equalize the libraries in the County. It took the burden off of the County and put it on the individual cities. The cities that never gave money to their library, still don't and in addition to that, they charge them for allocated costs, which reduces their abilities to pay for things. The larger task force will look at what is appropriate for these cities to charge for those services, which is why City Managers will be a part of it.

The committee will be taking a broader look at where we are. We are basically operating under the same IGA and Master Order as when it was created 10 years ago.

The Board's recommendation for Nick Dierckman to be the liaison to LDAC has been approved by City Commission and has now been bumped up to County Commission. Once passed by them, Don Wright will be off of the committee and Nick will take over. The Board thanks both Don and Nick for their time.

Sign Committee – The permit process is done and the sign maker has ordered the materials. Maureen will check in with him to see where he is on making it.

Friends of the Library – Ken Hall attended their meeting earlier today. They are trying to increase their ability to communicate through the internet. The building that they have been in has been purchased and is being renovated. The new owner is honoring their current lease but they will need to move once the lease is up, which is in about 3 years. The group will have a big evolution in the next 3-5 years. Ken commented that they do amazing work for an all-volunteer organization. Today they donated \$1,000 to the Youth Services department for family concerts during the Summer Reading Program.

The Friends will be hosting a Good Morning OC Chamber event on April 4 at 7:30 am at the Library. They will also host a Chamber After Hours event in November, in honor of their anniversary. Their December yearly luncheon will also be focused on their anniversary.

Foundation – Jan Wallinder attended the meeting. They have had a change in officers. Pam Bloom is now the President and Karen Martini is the Secretary. They are working on some policies that have been recommended by their accountant. They will have a Spring solicitation to keep the momentum going and are discussing what's next. They will have a joint meeting with the Friends in the Fall and another Fall donor event in late September/early October. They are waiting for the Strategic Plan to be done to see how they can help support it.

Maureen commented that we are very fortunate and blessed that our Foundation and Friends get together yearly to work together in seeing how they can jointly support the Library.

**6. Future Agenda Items:** Strategic Planning, Summer month that we don't meet

**7. Adjournment:** the meeting adjourned at 6:12 PM

