



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, April 11, 2018

Commission Chambers

5:00 P.M.

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:

Don Wright moved to approve the minutes of the March 2018 minutes as written. Second by Scott Edwards. Motion passed, with all in favor.

3. Public Comments : none

4. Library Director's Report

Maureen reported on statistics for March. The format is still a work in progress. Now that we are comparing apples to apples, our stats are still going up. Circulation increased over this time last year. The number of patrons has gone down, despite issuing many cards every month due to the annual purge of patrons who haven't used their card in 3 years. We didn't have the self-checks this time last year to make a comparison. The ratio of items received from other libraries to those we send out is starting to equalize. Wifi stats were given, although they aren't a true number of logins and we have nothing to compare it to.

The meeting rooms are very busy as seen by the number of reservations, which does not include Library use. Maureen reported on all social media, including the number of email newsletter distributed monthly. We also now send out a weekly digest. The volunteer numbers this month also include the bookstore. We are in need of more volunteers at the Library to shelve.

All in all, statistics look good. Think about how the stats she is giving you flow and if there are any others you may want to see. Maureen included some of the reports she uses to put the stats together every month. The Board would like to see the monthly LINCC circulation spreadsheet quarterly.

We have received most of the Adult Opening Day Collection books from the Foundation donation. We are tracking costs and will see how much money is left to spend. Gina is moving a lot of shelves and collections to fit them all in. Barratt is catching up on normal orders and then will place the Children's ODC order. It was good to spread out the orders for Technical Service's workflow.

We are working with Parks on an interpretive sign that will tell the history of the Park and Library. We have collected quite a bit of money towards the sign as a memorial to Carl Clapp. Parks and the Library will pay the rest. Phil Lewis will need to run this by PRAC first. Maureen is letting Parks take the lead. Nick Dierckman has volunteered to be on the committee.

Maureen reported on the State Librarian situation, who was asked to resign for unknown reasons. Governor Brown said that it was a performance issue but never specified what those issues were, so MaryKay made them fire her. The Library community is very upset that they didn't consult anyone from Oregon Library Association, the State Library or the Board of Trustees, who all thought she was doing a great job. Governor Brown has appointed an Interim and has promised to keep the Library community involved in the search for a new State Librarian.

The State Library has three purposes; to be a research library for government services, to administer Talking Books and Braille Library, and to offer leadership and support to all libraries in the state. They distribute the yearly Ready 2 Read grants. Darci Hanning, who is our consultant for the Strategic Planning process, is provided for free through the State Library. Different libraries throughout the state have different functions and it's important to keep a good relationship between those and public libraries.

5. Lost Item Replacement Policy

This is probably more of a procedure or practice than a policy, but we wanted to run it by the Board first. Currently, when a patron loses or damages a book, they have the option of purchasing a specific replacement copy. Patrons often end up bringing in items that are not acceptable replacements, which makes them unhappy. We are going to eliminate the option of bringing in a replacement and instead pass along our savings and only charge the price that we actually pay. We will not charge for staff time or processing materials. We feel that this is fair and will go over better with patrons and also saves them the trouble of trying to find the correct item. We can't go backwards for items already in the catalog and we don't want staff to do mental gymnastics to figure out what to charge for items, so the replacement price is what is the catalog now.

6. Strategic Planning:

The Stakeholder's Group is set. We have a nice rounded group that is representative of the community. The meetings are set for May 21 and 23 from 4-8 PM. Maureen will be putting together a presentation of information to help form the conversation. Darci Hanning from the State Library will be facilitating,

7. Communications:

LDAC – has not had another meeting but will have one next month. Two committees are being formed; one that will work on changing the Master Order and bigger issues, and a smaller one that will work on the Gladstone and Oak Lodge project. Nick may be approved by the next meeting, if not, Don will still be on the committee. Nick can still attend but won't be able to vote.

Friends – met today, with Ken in attendance. Their next meeting will be delayed by a week and there will be no meeting in August. Barratt, the Youth Services Librarian, made a short presentation about the Summer Reading Program and reported on what the money they gave goes for.

This year is the Friends 20th Anniversary. Their November and December events will be in celebration. The Board may want to plan on attending those, dates to come. Maureen reported that the Friends have contributed so much to the Library over the years and is phenomenal for a volunteer organization. The Friends have a kiosk in the Library foyer where they make money by selling books. It's a good reminder to patrons in the Library of the Friends.

Foundation – hasn't met. Yesterday, Oregon City Brewing had a fundraiser for the Foundation. Many Library and City staff attended.

The Library and the Friends hosted a Good Morning OC chamber event at the Library that had great attendance. It's a good way to get that group to know what we do at the Library. Maureen promoted National Library Week and Food for Fines.

National Library Worker's Day was Tuesday. The Library provided lunch for staff. Today we had therapy bunnies in for staff, which was very much enjoyed.

8. Future Agenda Items:

Maureen will work with Greg at the Network Office to set up some times for an AMH demonstration.

The next meeting is on May 9.

9. Adjournment: the meeting adjourned at 6:02 PM.

