



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, May 9, 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:

Don Wright moved to approve the minutes of the April 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 that there have been improvements in statistics this year over last. A new stat we are keeping that is interesting is who is checking out; incorporated patrons versus in city. She's pleased to see that the difference in what we send out versus what we receive from other libraries is the lowest it's been in forever. Network has been improving the algorithm of who sends what, in addition to the new collection, is showing some benefits. Last month we added almost 2,000 new items.

Reference stats aren't necessarily accurate, as it's based on the staff remembering to add the interaction to the tally. We currently record the numbers all day, every day. It's more common for libraries to pick a 2 week period per year and focus on that. It's more accurate and gives a better sense of what types of questions are being asked. The Board asked what kinds of questions are asked. We can start gathering that information in the next few months. The number of questions isn't as important as what is being asked.

Programming remains strong. Internet session and Cultural Pass use is evening out. Social Media and Meeting Room use are good but we have nothing to compare it to. Our May the Fourth Be With You program last week had a door count of 926!

Maureen is still working with the architects and contractor on the lighting and sound projects. The funds are set aside to cover these. More information coming when she has it.

The new signs have been installed. Maureen sent pictures to the Board. An article will be in the Oregon City News with pictures of Don and Denyse McGriff. They look very nice. The gold attracts the eye. McLoughlin Neighborhood Association is happy with them.

Staff are prepping for Summer Reading. It's a lot of work to get ready. On Thursday, May 24 at 6:00 there will be a packet stuffing party for anyone who is interested in helping. Monday, June

18 from 10-12 AM is our kick-off program, Touch a Truck.

A list of upcoming events was included in the packets. We have a brand new Baby Sign Language program, which alternate between Oregon City and West Linn. Tomorrow night there is a screening of the Frederick Law Olmsted – Designing America film at the End of the Oregon Trail at 6:30 PM. This is a partnership between the Library, Metro, Parks and Public Works. Frederick made a huge difference in the parks in the US and his sons have been instrumental in the public planning and use of Portland Parks.

On May 17, the Willamette Falls Storytelling Project Film Festival will be held at the Library. Clackamas Community College collaborated with our Planning Department to record anyone who had any history with Willamette Falls who wanted to tell their story. It was then made into a film.

During Summer Reading, we will hold a family concert every Wednesday at the Library at 11 AM. This year's Summer Reading theme is Libraries Rock!

The Stakeholder's packets for the Strategic Plan have gone out. We are preparing for the meetings and will have food brought in. At the next Board meeting, Maureen will review the Power Point she is presenting as well as feedback from the attendees.

Barratt Miller, Youth Services Librarian, has been working hard on the collection to separate it into little chunks, which will make it easier for children and their caretakers to find things. It's been a lot of work for her and the catalogers but is better for the patrons, making for a pleasant experience, which is why we do things. The collection is being separated by reading abilities. The Board thinks this is a great idea.

She is also creating a YA LGBTQ collection, which she worked with the Living Room on. The collection will be pulled out, with special stickers. There will be some duplicate titles in the regular collection.

Staffing was discussed. We know that we need more but aren't sure where exactly we would put it and if we can afford it. The budget could accommodate a little more but we are busy everywhere, so we need to figure out where to put it first. The Board commented that when they are in the Library, there is never a problem with finding someone to help. Maureen commented that with checking in and out being faster, it also means that the shelving stacks up faster.

#### **5. Select date for Network Automated Handler Tour**

On Thursday, May 31 we will meet at the Network office at 9:45 for a tour. Maureen will send out directions.

#### **6. Communications:**

LDAC had a meeting, with the main topics being around the 2 task forces. There will be a smaller task force to work on the Gladstone and County project. Gladstone has a Ballot Measure to get approval for the building expenditure. A larger task force will work on the bigger issues. It's a good opportunity to some things settled. There are 27 people that will be divided into 3 subcommittees; library services, funding and governance, focusing on the Master Order and the IGA. It's unclear how LDAC fits into the oversight of the task forces. Their role is supposed to be very narrow.

The Friends of the Library delayed their meeting until next week.

The Sign Committee reported that the sign is up. The Board thanks Don for serving on the committee.

The Foundation met and are working on some internal management issues. They are changing their membership format. They will have a donation push in the summer and then wait for the Strategic Plan to see what the Library needs.

**7. Future Agenda Items:** Strategic Plan

The next meeting is on June 13.

**8. Adjournment:** the meeting adjourned at 5:55 PM.

