



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, June 13, 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 May 2018 minutes as written. Second by Scott Edwards. Motion passed, with all in favor.

**3. Public Comments:** none

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

The new Library and Park signs have been installed and they have been getting an overwhelming response.

We are still working with SEA on the interior projects. Samples are on their way for a material to cover the Hello Desk to cut down the glare. Automated shades and baffling at the sky lights will also help with the glare.

We are working on more interior signage that needs added. We have many new collections in Children's that need signage. These will match what we already have.

Aaron Novinger attended a 5 day leadership training in Pendleton. It's the first year of the program and he will attend some follow-up meetings.

Statistics are still looking really good. The door count is up from last year by 1,500. Circulation is up by 5,000, including eBooks, which is up over 1,000 from last year. Self-Checkout is still doubled because of the new equipment. Our ratio of items brought in from other libraries versus those we send out is much better than last year.

Our May the Fourth program had a door count of 926! We took credit for 500 in attendance to account for the people that went in and out.

Summer Reading started June 1. Our kick-off program, Touch-A-Truck is on Monday, the 18<sup>th</sup>. On Wednesday the 20<sup>th</sup>, our first outdoor concert of the family concert series will be held. They will go for 8 weeks and have an international music flavor for this year's theme of "Libraries Rock".

## **5. Strategic Planning Update:**

Maureen showed the Board the Power Point presentation that she presented to the Stakeholder's Group, which was basically an overview of the Library until the end of the 1990's.

The staff that attended the meetings all heard the same themes: diversity, outreach, and partnerships. They want the Library to be a community hub, where you can see everything going on in the community in one place.

The Stakeholder's want to think of the Library as a space, not one place, which will encompass the online-world, outreach, etc. Within our physical building, we should focus on it being a comfortable place for the community to connect and where there are face to face opportunities for all ages.

They also stressed that we need to get the word out to the underserved populations that are not currently using the Library. They want us to have more of a partnership with the schools, which is hard because it takes a lot of staff resources, which are limited.

The Board was presented with the 18 Service Responses that are in the "Strategic Planning for Results" book that we are using. Each of the responses are areas that make up the services that libraries provide. A list of those responses were ranked by the staff and the Stakeholder's. We do some work in all 18 areas but this will show which areas we want to really focus on. It's advised that we focus on 4-6.

The 4 responses that were clearly important to both staff and Stakeholder's are:

- Create Young Readers
- Know Your Community
- Stimulate Imagination
- Visit a Comfortable Place

The Guiding Principles, or values that were created by the Board are still important and on the table, but are different than the Service Responses.

The new Vision and Mission still need finalized. The staff came up with the Vision, with some feedback from the Stakeholder's and wordsmithing. The Stakeholder's gave some themes that will be used in the creation of the Mission. Our energy will be focused on the 4-6 Service Responses, to be reflected in the Vision and Mission.

The next step in the timeline is to review and accept the Vision and Mission at the July Board meeting, review the chosen service responses and guiding principles. From there, we will start identifying goals and objectives.

## **6. Communications:**

Friends of the Library -Janice Salisbury reported that they are in their celebratory season and have many events scheduled. Their annual meeting will be on December 6. She updated the Board on their fundraising efforts and said that they are going well. Ken Hall represented the Board at the meeting and stated that the Friends are working hard on how to promote their upcoming events.

LDAC – Two task force topics are still on-going. Gladstone's bond measure passed and they are working through that for the short term and working on the IGA and Master Agreement in the long term. The larger group will meet again in September.

The Annual Report that has been under revision has an agreed upon format. The subcommittee is meeting in July. Director's need to have their reports finished by that meeting. We need to review

ours with the City's Finance Department and then have it signed off on by the Board Members, which will be brought to a future meeting. The Directors are concerned about LDAC understanding their function in this complex structure we have.

Foundation – Met on Monday to stuff letters that are going out to past donors reminding them that the Foundation is still there and to stay tuned for their next projects. They have a new website.

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

The next meeting is on July 11.

Nick Dierckman had questions in regards to how holds are filled and how and when patrons are notified when a hold is available. Denise explained the process and reported that notifications are sent to patrons twice a day when their holds are available.

## **8. Adjournment:** the meeting adjourned at 6:23 PM

