



# City of Oregon City

## Meeting Minutes

### Library Board

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

---

Wednesday, July 11, 2018

Commission Chambers

5:00 P.M.

---

#### 1. Call To Order:

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

Don Wright and Nick Dierckman were excused.

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

#### 2. Approval of the Minutes:

Scott Edwards moved to approve the minutes of the June 2018 minutes, with the correction of the date. Second by Larry Osborne. Motion passed, with all in favor.

#### 3. Public Comments: none

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

Maureen reported that June was very busy. The door count was just under 39,000. She is happy to report that the door count for the Fiscal Year was 420,000, which is over 100,000 more than last year. Circulation for the year was up by 106,407. Our registered borrowers is hovering just under 20,000. It goes up and down with the yearly purge.

Self-checkout is up by 3,500 from this month last year but we are still comparing to before we received the new machines. We are still trying to balance our send/receive ratio. We are still borrowing in approximately 5,000 more items that we lend out. We added 12,500 materials this fiscal year and Reference questions are remaining stable.

We had less programs this June than last year, but the attendance was much higher. Cultural pass use is up, as are volunteer hours. Fines are where they should be.

The Pints from the Past program that we have been hosting at Midway is going to go on hiatus. It is very labor heavy and the venue is not ideal. We are looking at if it is a good use of staff time and whether we should continue it next year, but not in the same way.

The remaining building projects are progressing; blinds, baffles, and circulation desk surface. The quote needs to be approved by City Commission since it is \$67,000. It will be on the consent agenda. We have the money set aside to pay for the projects.

At the end of August, after Summer Reading is over, we will do a year end wrap up so we can see what went on at the Library this year.

On July 1, we started offering a streaming service called Kanopy. With a 2 step process, you can create an account and then access is through our website. Patrons get 5 free uses per month. We will be tracking statistics to see how much it is used.

Maintenance of the building is ongoing. Our city maintenance person helps us with keeping the building running.

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

All of the Stakeholder's meetings are done and a report has gone to staff. The staff got us started on a Vision and the Stakeholder's had comments on the Mission. The Stakeholder's felt that the Library is more than one place, so we changed the wording to space, because it could be more than 1 place in the future. The focus was also flipped to reflect what we do, rather than the space.

The draft Vision is:

To promote literacy and learning, celebrate curiosity and diversity, and support transformation in thriving, safe and inclusive spaces.

It was questioned as to whether a space can thrive? Maureen thinks it means that the Library is alive and bustling and filled with life. Different words were discussed. We will rework it and bring it back to the next meeting.

The Mission came from the Stakeholder's. The Board likes what was written.

We empower every youth, adult, and senior in our service area through

- Innovative, relevant, and varied resources and programs
- Responsive, well-trained, and personable staff
- Connections to other community resources and events
- Inclusive, accessible services to all
- Welcoming spaces to serve individuals and build community

There were 4 Service Responses that the Staff and Stakeholder's agreed on:

1. Create young readers
2. Stimulate imagination
3. Know your community
4. Visit a comfortable place

The Stakeholder's emphasized the need for diversity but the description for that Service Response was not as broad as we would like and not well written. The staff would rather that we infuse diversity within those 4 areas instead.

Even though we didn't choose the other Service Responses, we will always work on those but we will focus on those 4.

Maureen and Denise have pulled together the information from Stakeholder's and Staff meetings, looked at the standards, and any areas of the existing Strategic Plan that we feel we need to finish. We will line those up under the 4 chosen Service Responses and draft some goals and objectives.

Maureen also mentioned that we need to grow the stability of what we are already doing. We need to tune our infrastructure, programming, staff, etc. Some of the Strategic Plan will be business related that isn't sexy, but is needed and takes time.

The Board portion of the Strategic Plan is what was formerly known as 'Guiding Principles' but what we think of more as 'values'. The Board looked to see if we were missing anything or if there was anything existing that did not fit. It was decided that it all still seemed very appropriate but wanted to make sure that it included all of the concepts that are represented on our 'This is your Library' plaque. Maureen and Denise will look at tweaking it to reflect the plaque.

**6. Communications:**

Friends of the Library – Ken Hall attended the meeting today. The Friends continue to do well. They have good funding and book sales. They are planning their 20<sup>th</sup> Anniversary celebration. Their current lease expires in 3 years and they need to plan for where to go from there. Maureen mentioned that the Friends do so much more than give us money. They take all of our donations, which can take up an entire staff person's time. They provide a very nice used bookstore to the community and offer funding and support to the Library. Any changes to the Friends will be a change to us in some form. The Friends will not meet in August.

Foundation – meets again in August.

In the Fall, there will be a joint meeting of the Board, Friends and Foundation.

LDAC – has met. The sub-committee will be meeting in September. Maureen will attend as the Director's Group representative. The state report is due October 1. It's a good time for us to review the Standards.

**7. Future Agenda Items:** Feedback and direction on Strategic Plan

The next meeting is on August 8.

**8. Adjournment:** the meeting adjourned at 6:06 PM.