



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, September 12, 2018

Commission Chambers

5:00 P.M.

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#### 1. Call To Order:

In attendance were Jan Wallinder, Ken Hall, Don Wright, Nick Dierckman and Larry Osborne. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Scott Edwards was excused.

Jan Wallinder called the meeting to order at 5:07 PM.

#### 2. Approval of the Minutes:

Don Wright moved to approve the minutes of the August 2018 minutes, as presented. Second by Ken Hall. Motion passed, with all in favor.

#### 3. Public Comments: none

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

Maureen reported that as always, the Library was very busy in August. Summer Reading has wrapped up. Registration for the Youth program was up by 10% and an higher amount finished this year. The Youth Services Department visited 1 elementary school this year to promote Summer Reading. Next year she plans to visit more, so we are anticipating an even bigger turnout. Adult signups were down but even with fewer people, participation levels were the same. The Family Concert series was so amazingly popular. They brought in families, group homes, etc., most of whom enjoyed the concert, library, spray park and brought lunch. They are thinking about offering the concerts again next year, even though music won't be the theme. It's a nice supplement to the City's Music in the Parks program. We offered a big diversity in the types of music that we scheduled.

All of the statistics look great. The door count was not quite as high as last August, but still over 40,000. Our summer norm looks to be in the range of 38,000-40,000 per month.

Circulation continues to go up. It's not as high as July was but more than last August. Our average circulation is around 50,000 items per month.

Our holds sent versus received continues to improve. It was questioned as to why the number we are receiving in from other libraries is not going down since we have a better collection now. Our Network office has an algorithm that determines which library fills a hold. A lot of factors contribute to the algorithm. The stats do not show the total number of holds placed in a month or the number of holds we filled in house. We can include the total holds next month.

The number of deleted materials was higher this month. The Youth Services Librarian weeded the Non-fiction collection but has ordered many replacements

The Library will be closed October 8, 9, 10, and 11, reopening on Friday, October 12. No items will be due during that time and the book drops will be closed. The first day will be for staff training. The remaining days will be for cleaning and maintenance.

We have hired some new On-Calls who are now being trained. We are bringing them on in waves. They are a great group that are coming on board.

As part of the lawsuit that Gladstone filed against Clackamas County, the Library District IGA needs to be amended to turn the County into a Library City that can receive funds for Gladstone, who will no longer be a City library. It will be operated by the County in the future. Gladstone employees who stay will become County employees. There will be some boundary changes that will make sure that Gladstone and Oak Lodge is covered in the way that it was agreed to. The changes will not affect us.

The use of district funds toward capitol is also addressed. They aren't saying that it's ok, but are allowing it this one time. It will be a topic that will be discussed more broadly at the district level after Gladstone and County is done.

The amendment to the IGA needs to go to the City Commission with Board recommendation. It will be on the consent agenda. It doesn't affect us but we will add that the Board reviewed it so that the Commission knows that you approve.

Don Wright moved to recommend that the City Commission approve Amendment #3 to the Cooperative Intergovernmental Agreement (IGA) between the Library District of Clackamas County and the Library Cities, as defined in the document. Second by Nick Dierckman. Motion passed, all in favor.

A draft of the Strategic Plan was presented. Since last month, we have spent a lot of time putting into a new format that was clearer, prettier and more presentation worthy. We discussed using the term "Service Response" and whether we were committed to using it. If we can come up with an alternate name, we can change it. The term was from the book that we are using to write the plan.

Maureen included a timeline of what reports and reviews are needed throughout the year, including the Strategic Plan. Every page includes the Vision, Mission and Values. We reviewed the OLA Standards and incorporated those things that we aren't doing. Most of those plugged into Service Response #5 Stabilize.

We need to add success measures for each activity. If the Board has any thoughts on activities or success measures, please let Maureen know. The Board likes the new format. It is friendlier, a more intuitive format and they are impressed with the progress.

The goals and activities in the Stabilize service response are things that the Board should review and adopt annually. We need to get more documentation in place and have an infrastructure laid out.

The staff still need to review and weigh in on the Strategic Plan. After that has happened, we will bring it back to the Board to decide if it's ready to go to the City Commission.

Maureen provided the Board with a copy of the completed OLA Standards for review. This is the new and improved version. We are the Beta testers. It still needs some editing but the substance will stay the same. A new section of the Standards is the minimum of what is needed to be a public library. In some states, meeting the standards is tied to whether or not you receive money, but not in Oregon. The standards are what library professional feel are the best practices and the essential requirements that all libraries, including small libraries, can do, up to enhances and exemplary standards that bigger libraries with money can do. The results are not used by the State, although

there is a question in the State Report that asks if you have reviewed the Standards. Clackamas County has a provision in the IGA that says that we will strive to meet the essential guidelines. The answers are basically just for us to judge how we are doing.

Every 'no' that we have marked in the Standards has been added to the Strategic Plan. If we complete the Strategic Plan, we will not have any 'no's' on the Standards. Nick asked if we need to answer all of the questions in the Standards. We should do everything in the Essential section. We can decide if we want to do the Enhanced and Exemplary sections. How we do it is up to us, whether we complete them through partnerships or do them ourselves.

## **5. Communications:**

Friends: Ken attended their meeting today. Their next meeting is October 17, due to the Library closure. There is a possibility of a large collection of books being donated due to a book store closing. They are continuing to look for other means to make money. They have an upcoming meeting with the Foundation so they know the projects each is working on. They are working on their Anniversary. If they receive the large donation, they will put the books in storage and this winter there will be a big book sale in the Community Room. They are adding a coupon to their Chamber of Commerce ad to see if it is doing any good. Their annual luncheon is coming up. They are hosting the Chamber After Hours on November 15.

Foundation: Will be having a Thank You donor event on October 15. The Library will close at 5:00 for preparation. It's an annual way to keep our name out there and be remembered. They are waiting for the Strategic Plan as a way to show them what our needs will be in the future. They like to spend their money on tangible things, like book drops. The Youth Services Department has requested \$6,500 for children's topical and baby collections.

LDAC: meets on September 24. Maureen will not be in attendance but Nick will. The committee will evaluate and review the IGA and Master Plan and fine tune the approach. We have an agreed upon format of the annual report. Last year's numbers have been put in and reviewed. If LDAC has any issues with the report, they need to respect the role of the Library Board and Directors and give them time to review and address it before going to the County Commission.

## **6. Future Agenda Items:** LDAC report, 3 new Board members

The Board is asked to review the Board application questions and to be thinking of people to recommend to apply. It will be posted on the City's website soon.

The next meeting is on September 12, 2018.

## **7. Adjournment:** the meeting adjourned at 6:38 PM.

