



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, November 14, 2018

Commission Chambers

5:00 P.M.

1. Call To Order:

In attendance were Jan Wallinder, Ken Hall, Don Wright, Nick Dierckman, Scott Edwards, and Larry Osborne. 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 October 2018 meeting as amended. Second by Scott Edwards. Motion passed, all in favor.

3. Public Comments: none

4. Library Director's Report:

The building projects were successfully completed during our 4 day shutdown in October. Noise baffles, shades on the clerestory windows in the foyer, a divider between the Hello Desk and Children's Department, and a new nonreflecting surface on the Hello desk were all installed. We also added 2 security cameras to an area that did not have coverage. Jan was impressed that the changes made did not change the interior look to the building. The baffles look like they belong there and add to the architectural design.

Annual evaluations of union staff were done in October and management staff, Denise and Maureen, will be done in November.

Youth Services is starting to plan for next year's Summer Reading program. Adult Services is looking at what works best for them and is the most bang for the buck, so they may have some changes in their program.

Jen Giovanetti, Adult Services Library Assistant, started an online class about those with physical disabilities and how to meet their needs. We've been thinking a lot about this and is in-line with our Strategic Plan.

Maureen attended the California Library Association's conference. The focus was on diversity and disabilities. One session was about adults with learning disabilities, which we have a need for, especially in the Adult Summer Reading program.

We held our second Zine Fest in October. We had a lot of good coverage of the event but had a third less attendance. It's an expensive program and we aren't sure we got enough out of it for the expense.

Maureen also attended a joint meeting between LINCC and Washington County Libraries. They

have a similar structure as LINCC. Instead of a Director's Group like LINCC has, they have a policy group, which includes the City Manager, which is great so that they don't have to go back to their City Managers before making decisions. LINCC is also trying to write a Strategic Plan.

The annual purge of patrons who haven't used their cards in 3 years and who owes less than \$1,000 happened in October. We lost 2,652 users. Nick Dierckman asked if we know how much money we lose in books per year. We don't have the exact number but it's considered the cost of doing business to lose some. Larry Osborne commented that tax payer money is used to purchase books. Fines are an incentive for them to bring the books back, so waving fines isn't using tax payer money.

Statistically, we did pretty well in October. The number of materials coming in versus those sent out is continuing to go down. One note about the statistics of WiFi usage; LINCC has changed the way they count use, so we are starting new with statistics.

5. Strategic Plan and Annual Report to the City Commission

Since the last meeting, we have added to a few areas that hadn't been articulated enough, tweaked some other places and added dates to the success measures. We changed the Stabilize focus to Fortify Infrastructure.

Nick Dierckman asked about the survey that was recently done by the City. The results were presented to City Commission last night. The Library is the thing that the community is most satisfied/pleased with. In our Strategic Plan, there are a few surveys that we plan on conducting to make sure that we are addressing what the community wants.

Don Wright moved for the Board to recommend to City Commission to adopt the Strategic Plan. Second by Ken Hall. Motion passed, all in favor.

The Board is very pleased with the Strategic Plan and the work that went into it but thinks it will be a challenge to do it all with the current resources.

The next step is to take it to the City Commission for adoption. Maureen would like to have some Board Members present at the meeting. She will also give the Commission an annual report of statistics and the big projects we did this year. It's our annual chance to tell them what we are doing. She will emphasize the community involvement in the new plan and that we need more staff and resources to grow and succeed.

6. Library Board Questions for Candidates

Maureen changed the order of the questions and reworded some from Board feedback at the last meeting. The Board had further input that will be used to amend the questions. The December meeting will be exclusively for interviews. She will send the questions to the applicants ahead of time. Personal information has been redacted from the applications, so they will be posted with the agenda. **The meeting will start at 4:00 PM.** Interviews will be held in the public meeting and be audio recorded. Applicants may stay for all interviews but we can ask them to wait outside. Deliberations will be on audio only.

7. Communications:

LDAC – haven't had a meeting and there are no updates.

Friends – met today. The annual luncheon is on December 6th from 11:30-1:00. Please RSVP if you are planning to attend. Harryette Shuell will be retiring in December. Nobody seems to be interested in taking over in the same capacity, so the duties might be split up. There is an Open House on December 1st at 5:30. The Chamber After-Hours will be at the Bookstore tomorrow at

5:30 to celebrate their 20th Anniversary. It would be a nice gesture for the Board to attend.

Foundation – Their donor event was on October 18th. There were not as many people in attendance as the last event but there isn't a big of a push currently. A big picture of the Strategic Plan was presented.

On November 1st there was a joint meeting of the Friends and Foundation. It was a time for the two organizations to connect and review. A brief overview of the Strategic Plan and focuses were presented to see where the two might fit in and what they may be able to fund. The Friends are more apt to fill smaller needs, where the Foundation focuses more on larger donations, fundraising, and corporate focuses. Maureen let them know our priorities and what would be the most helpful. The two organizations raise fund in different ways and the money is used in different ways.

The Friends traditionally fund Cultural Passes entirely and have historically funded programs. They have \$2500 set aside for this purpose, which will be split between Adult and Youth Services.

The Foundation focuses on bigger picture items. They are coming off of a capital campaign. Now that the building is done, they need to have something to focus on. They have great leadership and are in good shape. Maureen stated that we are fortunate to have two great supporters. They just need to be steered in the right direction.

8. Future Agenda Items:

- Board member interviews
- Strategic Plan presentation to City Commission
- Bylaws review

The next meeting is on December 12, 2018.

9. Adjournment: the meeting adjourned at 6:06 PM