



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, January 9, 2019

Commission Chambers

5:00 P.M.

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#### 1. Call To Order/Introductions:

In attendance were Ken Hall, Nick Dierckman, Scott Edwards, Larry Osborne, Kari Linder, and Cynthia Andrews. Maureen Cole, Library Director and Denise Butcher, Library Operations Manager represented staff.

Scott Edwards called the meeting to order at 5:02 PM.

Welcome to Kari Linder and Cynthia Andrews.

#### 2. Election of Chair and Vice Chair/Appointment of liaisons:

Nick Dierckman moved to nominate Scott Edwards for Chair. Second by Ken Hall. Motion passed, with Scott Edwards abstaining.

Scott Edwards moved to nominate Larry Osborne for Vice Chair. Second by Ken Hall. Motion passed, with Larry Osborne abstaining.

Ken Hall will continue to be the liaison to the Friends of the Library.

Nick Dierckman will continue to be the liaison to the Library District Advisory Committee (LDAC).

Cynthia Andrews volunteered to be the liaison to the Foundation.

#### 3. Public Comments: none

#### 4. Approval of Minutes:

Ken Hall moved to approve the minutes of the December 2018 meeting, as written. Second by Nick Dierckman. Motion passed, all in favor.

#### 5. Library Director Report and Statistics:

Clackamas County Sustainability and Solid Waste department approached LINCC libraries about starting a Library of Things. Eight libraries, including OC will be receiving grant money to start our collection. A survey was put out yesterday online and in paper form asking what 'things' people are interested in us adding to our Library of things. The hope is to have the new collection launched by June.

Maureen reported on an issue in regards to Collection Development that is currently happening at Salem Public Library. The past State Librarian and his wife, who is the past Director of the library, are upset at the rate that the library is deselecting materials. Many factors go into determining the life cycle of a materials, which most people don't understand. It's a sensitive subject that she wanted the Board to be aware of. Libraries are required to have a Collection Development Policy. Public libraries are not archives and materials have to earn their space on the shelf. You cannot keep everything.

At last night's City Commission meeting, a presentation was given about the new Strategic Plan and an update on what's been happening at the Library. Jan Wallinder represented us well. There was one suggestion of changing the section named Fortify Infrastructure. They took it mean the building, rather than administrative policies and practices. It will be renamed Fortify Administrative Infrastructure. The final plan will be taken to the February 6 regular City Council meeting to be adopted by resolution.

Maureen will be attending the City Commission Retreat on February 1 and 2. She will talk to the Commission about what we have done and what we will be doing in the future. We will use the Strategic Plan by year to see what we will be doing in the next biennium.

We are currently having problems with our sliding doors. We had a local company out but thought that we should get the installers back first to see if the issues are covered by warranty. They will be at the Library at 7 am tomorrow.

Gina Bacon, Adult Services Librarian is working on a City Wide Read.

There was meeting today with all of the school media personnel at the Library, which Barratt Miller attended. Barratt will be attending their weekly meetings so that we can finally have a connection with the schools.

Our net borrowing statistic is continually going down, with December being 3,410. We are doing better at having the books people want on the shelf. With the \$50,000 donation from the Foundation, our collection is in good shape.

Statistics in general are pretty much the same as last year. The door count was still 800 over this time last year.

#### **6. Review of Bylaws and American Library Association policies:**

The Board reviewed the Bylaws and Municipal Charter Role of the Library Board. It was discussed that Board members should communicate with the Director and Operations Manager and not other staff. The Bylaws only require that we have 9 meetings annually so if there are months that don't have enough business to discuss, we can cancel the meeting.

The American Library Association (ALA) and Oregon Library Association (OLA) Standards both recommend that Library Boards adopt the following policies annually:

- Code of Ethics of the American Library Association
- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Free Access to Libraries for Minors An Interpretation of the Library Bill of Rights

Larry Osborne moved to adopt ALA's Code of Ethics, Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and Free Access to Libraries for Minors. Second by Cynthia Andrews. Motion passed, all in favor.

#### **7. Suggested topics for calendar year:**

Maureen presented a list of topics that she would like the Board to review in the next year, including a tour of the library, meeting staff, budget, and policies.

#### **8. Review of Unattended Children Policy suggested revisions:**

Barratt Miller, Youth Services Librarian has requested some revisions to the policy that was approved last month to keep the language consistent throughout the policy.

It was discussed to use 'caregiver' throughout the policy as it covers all possible situations.

Larry Osborne moved to adopt the changes to the Unattended Children Policy as discussed.  
Second by Kari Linder. Motion passed, all in favor.

**9. Communications:**

Friends: Ken Hall attended the meeting held today. They are looking at moving to a new building that is closer to the Library. Their current lease runs through November 2020 but the new owner would like for it to end sooner. The space that they are looking at is a little smaller but has adequate parking. Last month was their 20<sup>th</sup> Anniversary and had good sales and donations. Harryette Schuell has retired. No Chair has been named to replace her as of this time.

Foundation: none

LDAC: none

**10. Future Agenda Items:**

- Budget (we might not have much information by the meeting)
- City Commission Retreat
- Draft Behavior Policy revision
- **Next meeting is February 13, 2019**

**11. Adjournment:**

The meeting adjourned at 5:54 PM.

