



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, April 10, 2019

Commission Chambers

5:00 P.M.

1. Call to Order:

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 5:03 PM.

2. Approval of Minutes:

Nick Dierckman moved to approve the minutes of the March 2019 meeting, as written. Second by Larry Osborne. Motion passed, all in favor.

3. Public Comments: None

4. Presentation by Adult Services Librarian Gina Bacon

Gina Bacon presented the Board with statistics and information in the Adult Services area, including collections, programming, and Reference Services offered. She also reported on this year's Summer Reading program and two new programs that will be starting soon; Community Reads and BAM (Because Accessibility Matters) Art Lab and Disability Council.

5. Director's Report:

Maureen reported that the floor transitions in the foyer have been replaced. It is much smoother and quieter. We are still struggling with bathroom issues but are trying a few things out that will hopefully help.

Effective April 21, our three 32 hour staff members will go to 40 hours. If the budget for the next biennium is passed as is, we will also move some on-call hours to be committed to specific departments.

We had almost 41,000 patrons come into the Library last month. Staff have been attending some community meetings. Gina will be attending the Workforce meeting. This month, 2 staff attended the Oregon City Business Association meeting. Next month, 3 staff are scheduled to attend. We are sending different staff members when the topic is relevant.

During National Library Week, April 7-13 all Clackamas County Libraries will be collecting Food for Fines. The Lake Oswego Community Reads art exhibit will be in the Library for the month.

The State Library has a new report that will show how libraries are meeting the Standards. It's their way to show the State that they are meeting the needs of the library. The new State Librarian, Jennifer Patterson and the Oregon Library Association are petitioning the State to change the definition of Library, so that an all-volunteer library can't be considered a public library without government support.

Our statistics look good. We have been busy and circulation is up.

6. Budget Update:

We had an overview today with the City Manager and Finance Department. We have a cushion in our Personnel budget that could possibly be a new Full Time position but Maureen will let the new Director decide.

We are looking at possibly expanding our hours on Thursdays and Fridays to 7:00 PM to be consistent with the rest of the week. We are being cautiously optimistic in what the cushion can do.

We added some money to a few line items; electronic downloads since they have higher percentage of use than physical books and to meet the growing demand. We added \$1000 per Full Time employee to the staff training budget so that staff can attend some training of their choice. We also added money to the pre-processing and teen book accounts.

We are also going to start putting money into a capital fund each year so that we have money when needed for building repairs and replacements.

The revenue in the budget is all based on estimates. The County has estimated a 3% increase. The City will continue to contribute \$150,000, but this is not the final budget yet. Today was just a review.

7. Policy Review

Maureen presented a copy of our Technology Assistance Policy for the Boards' review. It was created to define what we will and will not do. Cynthia suggested adding something that clarifies that it pertains to personal devices and library computers. This is more of a practice, rather than a policy but we wanted to Board to review.

8. Library District Big Task Force Process

The Library District Advisory Committee (LDAC) is making an effort to review the IGA and where we foresee some future problems with governance and funding. All libraries in the county have to agree on the major topics, which can cause us to lock horns. They need to discuss who gets to decide what about who, what services all libraries should offer, and that .39 per \$1000 is not a sustainable rate.

This document, which was handed out to all Board members, is an effort to start talking about these issues. Greg Williams would like for this to be as transparent as possible and get it in front of Boards and City Managers. He is looking for any feedback you might have.

This discussion is going to go on for a long time, at least 1.5 years and Mo will retire during the process. She wants the Board to be informed and know the direction we are heading in. Email Maureen if you have any comments.

9. Communications:

Friends of the Library – Ken Hall reported that the Friends are moving into their new location. B&B Leasing has been wonderful helping with the move. They will be selling excess equipment and furniture. They will have a soft opening on April 15, a ribbon cutting at 5:30 PM on the 23rd, and a Grand Opening on May 1.

Foundation – meets next week. The priority is still the Dolly Parton Imagination Library.

LDAC – did not meet.

10. Future Agenda Items:

The May meeting will be held at the Library in the Large Conference Room. We will take a tour and hear from the IT/PR Librarian and Circulation/Volunteer Supervisor.

11. Adjournment:

The meeting adjourned at 6:05 PM.

