



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, July 10, 2019

Commission Chambers

5:00 P.M.

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#### 1. Call to Order:

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

Nick Dierckman and Kari Linder were excused.

Scott Edwards called the meeting to order at 5:00 PM.

#### 2. Approval of Minutes:

Cynthia Andrews moved to approve the minutes of the June 2019 meeting, as written. Second by Larry Osborne. Motion passed, all in favor.

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

June was a crazy month. We had a couple Wednesdays with a door count of over 2,000 people. This month had an increase of 3,000 over this month last year.

Summer Reading is going strong. We have been averaging between 200-300 people at the Wednesday concerts. Art Lab has seen an uptick in attendance and we've had to break it into 3-4 half hour sessions to be able to fit everyone in. We had our second BAM Art Lab, which is providing programming to adults with intellectual disabilities, but anyone is welcome to come. We also have the BAM Advisory Board.

Gina Bacon, the Adult Services Librarian is planning a community wide read at the end of February. The Friends and Foundation are both providing funding and support.

We received our second check from Clackamas County for the library district funding. It came in \$92,000 more than what was estimated. The County is very conservative with their estimates. We will need to have a budget amendment if we want to use those funds this year.

Canby Library and the City of Canby want to have a discussion with us about the boundaries of our service district, some of which is in Canby School Districts. They would like for those areas to be switched to their service district but this would have an impact on our funding.

We are in the process on training our new on-calls. The same person that does that training, also does volunteer training, so it's been looking kind of crazy. We are starting to advertise the 15 hour dedicated on-call assignments. In the future, we may be able to hire more permanent staff but first need to determine where and we would like the new Director to have some say in that.

End of Years stats were included in the board packets. Our door count was 17,000 more than

last year. We have 20,000 new patrons and our circulation was 544,000, which is 8,000 more than last year. Almost all of that increase was in ebooks. The consortium has quit subscribing to the least used databases and is putting that money towards ebooks.

Our borrow in versus loan out through the County improved by 24,000, which means that we borrow less from the other libraries and lent more out. Cultural Pass reservations are all on-line now and has increased circulation by 2.

#### **4. Update of Strategic Plan Objectives:**

Maureen sent the Strategic Plan out with the packets, along with notes and a list of the goals in chronological order. We have done a good job on getting started on these, but she would like to request that we change the date in those areas that say **by 2020** to in **2020**. This will give the new Director time to review and reorganize if they want.

The Board agrees to change any goal that says by 2020 to in 2020 to give more time to focus on these goals and to allow for the new Director.

The plan is a living document that can change with our needs.

#### **5. Review of Collection Development Policy/Policy Review plan:**

A policy review plan was provided which lists all policies and the last time they were updated. The oldest updated policies will be reviewed first. Each year of the plan has set policies to review every 3 years.

The Collection Development Policy needs to be changed to a 3 year review period, include updated stats and our new mission and vision. New details are added about withdrawing materials to address some ongoing issues in the State. Weeding is needed continually for updated materials and room on the shelf.

Digital resources are done centrally, not by our staff, but we can still give suggestions. Russian and Spanish collections have been added.

Cynthia Andrews suggested that there needs to be an outline in our reconsideration form that explains the process to citizens so that they understand what happen, along with a timeline so that they have a realistic expectation of when they will hear back from us. It can reduce hostility if they understand the process and timeline.

Larry Osborne agrees that the missing Mission and Vision statements should be part of the formal policy and not just an appendix.

Larry Osborne moves to approve the Collection Development policy, with the following revisions;

1. The missing statements (Mission and Vision) are a formal part of the policy;
2. The policy is reviewed every 3 years; and
3. A timeline and process are included for the Citizens.

Second by Ken Hall. Motion passed, all in favor.

#### **6. Preview of Director Recruitment**

Maureen provided a timeline of the recruitment for the new Director. She will be meeting with the Board, Friends, and Foundation to get their thoughts, which help write the recruitment.

At the August meeting, we will be talking about what the Board would like to see in the new

Director. At the August Staff Meeting, Denise and Patrick, HR Director, will be talking with staff.

HR has stressed that it is important for these groups to be involved upfront, as it will shape who applies to get the right person for Oregon City.

The Board asked that Maureen send them Oregon City's demographics to use in their considerations. The person will need to be able to interact with many groups and people.

Cynthia asked what the average tenure is for a Library Director so that we can get an expectation of how long they will stay? We would want to encourage them to stay at least 4-5 years since change is hard on staff.

There will be a state-wide advertisement for the position. There are a lot of great candidates to pull from in Oregon. The Strategic Plan will tell us what skills we need in the new Director. The Board would also like to hear what the staff says. We will use this information to write the job announcement.

## **7. Communications:**

LDAC – did not meet.

Foundation – Cynthia reported that the Foundation definitely plans to move ahead with the Dolly Parton Imagination Library. They are currently figuring out a matrix of who does each step. It will be a soft opening to start so that it's not too much to take on at one time in Phase I. Once all of the inevitable bugs are worked out, there will be a more public face. There is a lot of support for the concept in the community.

Gina Bacon, Adult Services Librarian made a presentation at their last meeting asking for support for the One City One Book author event. They approved \$6,500 for the event. Gina and the Foundation are very excited about this positive patron-oriented program. The Foundation will try to support this annually if the author chosen is able to come.

Friends – Ken reported that Gina also asked the Friends for \$500 to purchase copies of the book selected for the One City One Book event. The Friends approved the request and can give more money down the road if needed.

The new store is doing very well. They don't have enough bookcases and need to get more for donations. They have had to turn donations away due to lack of space. They are happy in their new store, but are missing the extra space. They have more foot traffic now and are earning as much as they did before.

## **8. Future Agenda Items:**

## **9. Adjournment:**

The meeting adjourned at 5:54 PM.

