



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, September 11, 2019

Commission Chambers

5:00 P.M.

1. Call to Order:

In attendance were Ken Hall, Scott Edwards, Larry Osborne, Nick Dierckman, 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.

2. Approval of Minutes:

Nick Dierckman moved to approve the minutes of the August 2019 meeting, as written. Second by Kari Linder. Motion passed, all in favor.

3. Public Comments: none

4. Library Director Report and Statistics:

August was very healthy with over 41,000 on the door count, which means that every month this summer was over 41,000.

Everything in Circulations looks healthy. Summer Reading ended on September 1st. We have been in a programming hiatus for the last 2 weeks. It gives staff the time to recharge and get ready for Fall. Summer Reading is growing by leaps and bounds since Barratt Miller and Sabrina Tusing have been here.

Adult Summer reading is also growing. This year it was designed to be more inclusive of all adults, including adults with intellectual disabilities, one of whom won one of the big prizes at the end of Summer.

We changed the time of one of the Toddler Story Times to correspond with the times of story time on other days.

The 15 hour department specific On-Call assignments are in place in 4 departments. We are still considering one to assist Maureen and Denise. We are leaving a little cushion for the new Director to make some staffing additions.

Library of Things launches on Tuesday, September 17. So far, we have purchased 117 items that Technical Services is still working on getting ready. We are going to put out 25-30 items on Wednesday, Thursday, and Friday, with anything else that is ready going out for the September 23 launch date.

The Director job announcement should be out by September 23. The Board expressed that they would like to see the announcement in American Library Association for more coverage.

Maureen will be in New York for over a week and Denise will be in charge.

Anne is still working on the door in the Community Room being available for after-hours use. Once she has it functional, we will need to come up with new policy and procedures. Non-Library use of meeting rooms is a new question on the State Report. We had over 1,400 reservations.

Maureen is working on the State Report but the statistics from LINCC weren't available until Friday. She is also working on the LDAC report.

At the next City Commission meeting, Chief Band will be reporting on the impact that the homeless population has had on the City. His report will include some Library information. The number of incidents we have is growing, with about half of those include a homeless patron, although without asking, we aren't always sure who is homeless. It provides an overview of how we interact with the homeless. In October, we will be having an all staff training on homelessness. Some incidents include mental health issues, often intersecting with homelessness, which causes other problems.

5. Summer Reading Report from Youth Services:

A copy was provided in the Board packet, but it was not discussed.

6. LINCC Final Strategic Plan:

The Strategic Plan has been adopted. It will be used at the LINCC retreat, All Staff day in October, and to help direct projects down to the committees. It requires us to think about what services are offered centrally at Network, what is offered locally, and what makes sense to go through Network to be more efficient. However, we must live within our budget. Maureen hopes that they continue to use it in the future.

The plan will be presented to staff at the LINCC All Staff training day. Originally, the Directors did this in preparation for the LDAC Task Force, to inform those involved what we do and what is important to us.

7. Recruitment of board members:

Every year someone rotates off the Board. This year, Scott and Suzi's terms expire. They can both come back for another term. If they are interested, they need to apply. The closing date for applicants is September 30.

The Board discussed the interview questions. Maureen will message them and send back to the members. We will plan to have interviews in November.

8. Discussion about LDAC alternate:

It's come to our attention that some other LINCC libraries have appointed a backup Board member to the LDAC committee, in case their representative is unable to attend a meeting. It takes time to learn how LDAC works now and what changes will be made moving forward. If there was a backup, that person could already understand the committee before Nick and Maureen are off the committee. This person would need to watch the group closely and could potentially take part in the task groups.

In order to be effective, Larry believes that the person would need to attend all meetings and could bring the other Board members up to speed. The meetings are less frequent; once every 3 months, but they are harder and can be contentious. Larry is interested in this, as it is closer to his area of expertise. The next meeting is on Monday, September 23 at 7:00PM. Maureen

will not be in attendance, so Nick will be attending alone. Maureen will investigate the approval process to add Larry to the committee.

9. Communications:

LDAC – already discussed.

Foundation – The Foundation is now a proud partner of the Dolly Parton Imagination Library. The kick-off event will be a fundraiser on October 18 from 6-9 PM at the Pioneer Center. You will all be invited. The Ellen White Band will be featured. They anticipate that 80-100 people will attend. Hearty hors d'oeuvres will be served. There is a lot of energy around this project and the community is very supportive.

Friends – Are looking for more good causes to donate money to. Today Barratt asked for funds to support transportation costs so that all 1st Grade classes can take a field trip to the library. It usually costs each student \$5 to cover the cost of the bus. Each school will have funds available to them determined by the number of students they have on the free and reduced lunch program.

The School District has been holding their library meetings at the library, which Barratt and/or Sabrina attend, and we are trying to come up with a way to help them. The Friends will be attending their next bi-monthly meeting on Monday to see if the schools could use some of their overstocked children's materials.

10. Future Agenda Items:

Canby Library is continuing to push the idea of readdressing the service boundaries, in which they believe that they should get credit for a portion of our service area. They would like for this to happen before the Big Task Force and have spoken to many County Commissioners to get their support. They all agree that it should be addressed then when all who are interested and affected are available.

Cynthia readdressed the impact that security and patrons experiencing homelessness has on the library. The report addressed the resources that are used but is not solution oriented. The report was in response to a request from the Commissioners for more information.

11. Adjournment:

The meeting adjourned at 5:46 PM.