

Oregon City Public Library
Library Advisory Board Meeting Minutes

April 8, 2009

ATTENDING: David Sliwka – Chair; Dave Ebersole; Brian Johnson; Chrissa Kruger; Harryette Shuell; Linda VanHaverbeke; Phil Yates – Vice-Chair; Scott Archer – Community Services Director; Lynda Ackerson – Library Services Manager

CALL TO ORDER: David Sliwka called the meeting to order at 4:30 pm.

APPROVAL OF MINUTES: Minutes from the March meeting were approved with the following addition: Harryette Shuell is also interested in serving on the interview panel for a new library director.

CITIZEN COMMENTS/ITEMS NOT ON AGENDA: David Sliwka asked if the Board should present a plan to the City Commission re: a new library (site, funding, etc.). After much discussion, the Board decided to proceed with sending the letter that has been written as planned and to address the issue in further detail at a later date. The City Commission does understand the need for a new library and has this as an item in its long-range plan. It was also felt that the Board should wait until a new director has been hired since he or she will be highly engaged in the process.

GENERAL BUSINESS:

- a. **Monthly report and stats:** Staff has been very busy, and the library has been breaking many existing circulation records. Our spring break programs were well attended. There are three programs scheduled during National Library Week to coincide with the “Oregon Reads” project.
- b. **County library district update:** Scott briefed the City Commission on the status of the IGAs at the work session earlier this week. Formal approval should be forthcoming in the near future. All cities in the County must approve the agreements before July 1 to formally establish the County Library District. The capital portion of the agreements will not be discussed until after July 1. The City Commission must also select a representative to the County Library District Board. This person may be a Commissioner or staff member, such as the Library Director.
- c. **Library director recruitment:** 33 applications were received from across the country. Our HR department is screening these and ranking the applicants according to their qualifications. The initial list will probably be pared down to 12-16 applicants. Phone interviews will be held to further pare this list down to 6-8 candidates who will be called in for a face-to-face personal interview. There will also be a public “meet & greet” for these candidates. There may be travel expenses involved to enable the best qualified applicants to attend interviews. The interview panel will send the top 2-3 candidates to City Manager Larry Patterson for his review and final decision on hiring.

- 1. Select board representative for interview panel:** The Board selected Dave Ebersole and Linda VanHaverbeke as its representatives. Harryette Shuell is available as an alternate.
- d. Library facility planning:** Scott has had continuing discussions with Craig Danielson about the possibilities of locating the library somewhere in the Hilltop Mall area. The old Miller Paint Store site has been discussed, and the Danielson's may be willing to build to suit our needs. A lease to own arrangement may be a possibility. This discussion is in the very early stages. Other sites will be looked at and evaluated as they become available.
- e. Library foundation report:** The bank account has been set up and Brian is in the process of getting the other paperwork in order.
- f. Other:** Beginning July 1, the fee for an out-of-district library card will increase from \$75 to \$95. This is a county-wide fee.

FRIENDS REPORT: The bookstore continues to do well, with \$2300 in sales in March. \$2400 has been approved to pay for weekly programs for this year's summer reading program. Staff Appreciation Day will be April 14. There will be a Volunteer Appreciation Tea on April 27 at the Library.

DIRECTOR'S REPORT: The City Commission approved the extension of our current building lease through December 31, 2009.

NEXT REGULAR MEETING: The next meeting will be held on May 13 at 4:30 pm in the library's conference room.

ADJOURNMENT: The meeting was adjourned at 5:55 pm.

Respectfully submitted,

Lynda Ackerson, Library Services Manager