



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, March 10, 2021

Online via Zoom

5:30 PM

1. Call to Order:

David Goldberg called the meeting to order at 5:35 pm.

Members Present: Cynthia Andrews, Nick Dierckman, David Goldberg, Kari Linder, Larry Osborne, and Elizabeth Zinter.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager.

2. Approval of Minutes:

Cynthia Andrews motioned to approve the minutes from the Library Board's February 10, 2021 meeting as presented. Nick Dierckman seconded the motion. Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, Kari Linder, and Elizabeth Zinter all voted aye. The motion carried.

3. Library Director's Report:

Greg Williams shared that the City of Oregon City had implemented dumpsites to help with the removal of storm debris and that staff from numerous City departments, including Library staff, had taken shifts to work these sites.

Greg expressed hope that Board members had weathered the ice storm unscathed. Greg reported that although the Library building did not suffer any damage in the event, there had been damage done to the surrounding trees, necessitating the temporary relocation of holds pickup due to safety concerns. Greg recognized the outstanding work of Public Works and Parks and Recreation staff in servicing Library Park's trees and grounds while they also dealt with the post-storm damage City-wide.

Greg shared that holds pickup appointments had been expanded to Saturdays. Additionally, no-contact print pickups had gone live, allowing patrons to print up to 50 pages remotely and free of charge on a drop-in basis.

Greg reported that the Rain or Shine Challenge, a joint program with Parks and Recreation, had begun. Greg said 42 people had registered last he checked.

Greg shared an opinion piece printed in Pamplin newspapers written by Al Matecko, Citizen Chair of Library District Advisory Committee (LDAC), expressing appreciation for Clackamas County libraries' efforts to support the community during the pandemic. Greg expressed his gratitude for Chair

Matecko's words and reiterated his admiration for Oregon City Library staff's efforts to support the community throughout the pandemic.

4. Public Comments: none

5. Discussion Items:

Election of Officers and Library Board Vacancy

David Goldberg indicated he would lead the March Meeting in his capacity as Vice Chair due to the resignation of Scott Edwards and recognized that a longer-term solution would be needed. Larry Osborne made a motion that David Goldberg assume the role of Chair. Kari Linder seconded the motion. Larry Osborne, Kari Linder, Nick Dierckman, and Elizabeth Zinter all voted aye. The motion carried and David Goldberg became the Library Board Chair. David thanked the Board.

As the position of Vice Chair was now vacant, David asked for nominations for Vice Chair. Kari Linder nominated Cynthia Andrews and Larry Osborne seconded the nomination. Kari Linder, Larry Osborne, Nick Dierckman, Elizabeth Zinter, and David Goldberg voted aye. Cynthia Andrews became Vice Chair of the Library Board.

Greg reported that he had consulted with the City Recorder, and confirmed that since there was a recent recruitment for the Library Board, it would be possible to forgo another recruitment for Scott's vacant position and offer the position to the other finalist, Heidi Blackwell (who was still available and interested). Larry Osborne made a motion to nominate Heidi Blackwell to the vacant Library Board position. Kari Linder seconded the motion. Kari Linder, Larry Osborne, Nick Dierckman, Elizabeth Zinter, Cynthia Andrews, and David Goldberg voted aye.

COVID-19 Update

Greg shared a presentation about Library operations throughout the COVID-19 pandemic.

Greg highlighted staff's efforts over the past year to develop, implement, and promote a variety of virtual programming and online resources. Greg also presented a timeline of major library service milestones during the pandemic, starting with the library closure and moving through the mailing of holds to patrons, opening bookdrops for returns, implementing no-contact hold pickups, implementing craft kits, moving holds pick up into the library lobby, implementing grab bags for children and adults, making tax forms available, and offering printing services.

Greg provided a review of the current status of in-person library services: no contact pickup appointments offered six days per week, grab bags, tax forms, printing pick up, and window displays. Greg related that the City's Return to Work plan (currently in Stage 3), as well as County/State risk levels (currently at "Moderate") all impacted the scope of services being offered. Greg explained that Library staff availability was a key factor in the library's ability to expand existing services and to offer new services.

Greg related that according to the latest State and CDC information, Library staff qualified for vaccination as part of Phase 1B, Group 7, and per State guidance, would be eligible for vaccination no later than May 1, 2021. Greg expressed hope that the actual date would be sooner but recognized that this may not be possible based on vaccine availability.

Greg shared that the Library was still operating on A/B staffing shifts to facilitate distancing and ensure continuity of service in the event of outbreak, and that all COVID-19 protocols were still in effect. Greg recognized that all LINCC libraries were adopting individualized approaches, priorities, and timetables of service restoration.

Greg reiterated that reopening at Oregon City Public Library was going to be a process not an event and that, like many other colleagues, he wanted to avoid prematurely offering a new or expanded service only to have to curtail its availability right away due to worsening pandemic conditions. Greg stated that staff vaccination would represent a major milestone for the Library's reopening efforts as, as it would greatly increase staff safety, staff availability, and the level of service that could be provided and sustained. Greg pointed out that in the reopening plans he had developed, staff vaccination was a critical milestone to be reached before significantly expanding services.

Nick Dierckman asked for clarification on the vaccine timeline given the number of staff to get vaccinated, coupled with the post-vaccination waiting period until immunity.

Greg answered that the current guidance he had heard was full coverage occurred 10-14 days after the final dose. Greg stated that based on voluntary staff feedback regarding vaccination plans, he hoped that all staff would be vaccinated as quickly as possible after becoming eligible.

David Goldberg expressed he was in agreement with not having all staff in the building until staff had been vaccinated, and that the post-vaccination waiting period should be observed.

Cynthia Andrews agreed with Greg's reasoning and pointed out that the library has been functioning well for the past year and the public is accustomed to reduced services and there was no need to jeopardize anyone's health to open sooner.

Elizabeth Zinter agreed with Cynthia and expressed the view that a careful approach would be needed to account for staff who chose not to be vaccinated in order to respect personal choice.

Cynthia agreed with Elizabeth and added some may not be able to get the vaccine for health reasons and expressed hope that anyone who came back to work unvaccinated could be put in a position away from others so that they were not potentially exposed and did not potentially expose others.

Greg brought up that bathroom access in reopening was a hot topic as it was challenging even in normal times. Greg mentioned that this would be part of an ongoing conversation with Facilities, but as of right now, it looked like bathroom use would likely not be available in immediately upcoming phases of reopening.

Cynthia brought up that reopening would bring children into the building and children cannot always wait for bathrooms. Greg said that at the point browsing was reintroduced, it would work differently than it had in the past and be of a shorter duration, which would potentially mitigate bathroom need. Greg also shared that there would be procedures in place to accommodate emergency bathroom use.

Greg then shared anticipated next phases in the library's reopening plans. Holds pick up would transition from appointment-based to a drop-in, self-service model. The current thought was to move

holds pickup to the Community Room, along with self-check out machines, and potentially grab bags, and new or Lucky Day items. Greg anticipated that this would require one to two staff members to monitor the space and sanitize the self-check out machines in between patrons. Greg anticipated this being the next service to roll out.

Greg stated that the next service priority was computer usage. Public computers were relocated to the Carnegie section of the library in order to facilitate safe distancing, ease of support, monitoring, and sanitization. Remote support software was being deployed, in order to make it easier for staff members to provide computer support safely. Greg anticipated this remote support functionality being retained and utilized post-pandemic.

Greg also highlighted considerations for reintroducing browsing as patron interest in this service was high. Among these was the need to communicate to patrons that with browsing there was no guarantee that the materials had not been handled by other patrons in the recent past. Greg indicated he anticipated that restoration of browsing would also occur with limited capacity, time limits, and possibly be appointment-based.

David Goldberg noted the absence of masks in the browsing reopening presentation. Greg stated that masks would be required to enter.

Elizabeth Zinter noted that when browsing is made available that not all patrons may be comfortable and advocated for clear communication about how held materials were still processed and quarantined.

Greg walked the Board through the two browsing models that had been considered: creating a curated browsing area and opening up the existing stacks to browsing. Greg noted that the advantages of opening up the existing stacks outweighed the advantages of creating a curated browsing area.

Greg invited questions.

Nick Dierckman asked if the physical building had been examined for potential safety improvements, particularly air purification.

Greg said that the building had MERV 13 filters, which was the grade recommended by the industry trade association. Air in the library is continually being recirculated, and filters were being changed on a regular schedule. Denise Butcher added that the air filters were traditionally changed on a six-month schedule but during the pandemic had been changed to a three-month schedule.

Greg mentioned that he had investigated UV systems and found that they came in a variety of types, were limited in availability and could be costly.

Nick mentioned that his gym had freestanding air purifier units and wondered if something similar would be of benefit to OCPL. Greg replied he would follow up with Facilities.

6. Communications:

Library District Advisory Committee (LDAC)

Nick Dierckman shared that the next LDAC meeting was scheduled for March 22 and there were no Task Force updates to share.

Library Foundation

Cynthia Andrews said that the Foundation's February meeting had been cancelled, but March's meeting was set for March 18. Long-term library plans and needs would be the focus of that meeting.

Friends of the Library

David Goldberg noted that the liaison position was still open. Kari Linder expressed interest in filling the position if the meeting day was changed.

7. Future Agenda Items:

David Goldberg voiced the belief that library outreach to rural residents and communities should be a high priority in the near future. David explained that he thought the library's COVID-19 adaptations positioned it well for extending and expanding its existing services and that COVID-19 school disruptions created a larger need for these services. David proposed a work session dedicated to outreach planning and advocated for staff input and suggestions.

There was discussion about scheduling and it was noted that having a work session on the normally scheduled day of Board meetings would be best.

Nick Dierckman supported this effort generally, as well as following the strategic plan and suggested that a survey to assess community wants and needs might be helpful.

Kari Linder supported outreach efforts as well and recommended starting the normal meeting earlier to accommodate the additional time needed to discuss the subject.

8. Adjournment:

The meeting adjourned at 6:33 PM.