



CITY OF OREGON CITY LIBRARY BOARD MINUTES

Meeting

Wednesday, January 25, 2023 at 5:00 PM

This meeting will be held online via Zoom; please contact dbutcher@orccity.org for the meeting link.

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:04 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Larry Osborne, and Heidi Blackwell were present in person. Nick Dierckman was present via Zoom. William Carton, Incoming Board member, was also present in person.

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person.

ELECTION OF OFFICERS

Larry Osborne nominated David Goldberg for Board Chair. Cynthia Andrews and Heidi Blackwell seconded the nomination. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, and Larry Osborne voted aye. The nomination carried.

David Goldberg nominated Cynthia Andrews for Vice Chair. Heidi Blackwell seconded the nomination. Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The nomination carried.

APPROVAL OF MINUTES

1. Cynthia Andrews moved to accept the minutes for the November 30, 2022 meeting as written. Nick Dierckman seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion passed.
2. Cynthia Andrews moved to accept the minutes for the December 21, 2022 meeting as written. Nick Dierckman seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion passed.

LIBRARY DIRECTOR'S REPORT

3. Greg Williams reported that the first Library District Distribution payment had been received and that the amount received was within expectations. Greg expressed appreciation for the Finance Department's assistance in the budgeting process.

Greg shared that Ashley Lookenhaus, incoming Board member, submitted a letter of resignation as she had a change in circumstances, was moving out of the service area, and was no longer eligible for Board membership. Greg indicated, since the Board had interviewed another candidate during Ashley's recent recruitment, that the Mayor would be appointing that candidate (Bill Carton).

Greg shared that Board member Elizabeth Zinter had resigned as the situation prompting her excused leave of absence was not expected to change. Elizabeth had offered to be a resource for early literacy questions and Greg expressed appreciation for her contributions to the Board. Greg stated recruitment for the open positions would be open through the end of February.

Larry Osborne asked if there might be any former Teen Advisory Committee participants interested in being on the Board.

Greg reported that attendance statistics were still being gathered and the column title on the financial report had been corrected.

DISCUSSION ITEMS

4. Community Room Usage Policy

David Goldberg modified the agenda order so policy discussion would precede public comment on the policy.

Greg Williams said that he did his best to incorporate the feedback generated in discussions and the Library Board work session into the revised policy. Greg shared the City Attorney had provided additional feedback after the Board packet was sent and Greg wanted to highlight that feedback. This feedback included the addition of language making the Library Board's decision on the categorization of an organization final, which Greg added. Nick voiced support for this addition.

Greg noted the addition of language permitting room use by entities without library cards to enable the room's use by non-local entities that would otherwise not qualify (i.e. federal government). Greg reported that the City Attorney recommended requiring room users to sign an agreement acknowledging liability.

Nick Dierckman asked if the Library's policies were consistent with the Parks Department's booking policies. Greg said the policies were different as the departments' missions differed, and that revenue and staffing situations for the

Parks Department was different than that of the Library. Greg did not anticipate the Library's policy ever matching Park's. Nick asked if Parks restricted the groups that could use their spaces; Greg said he did not think they did, but suspected that use might have some time, place, and manner restrictions.

Cynthia Andrews asked where the documents referenced in the policy were located and how readers might access them. Greg said that the idea was to have the documents exist as hyperlinks to the respective procedures to allow for operational flexibility for procedural updates, including software and staffing changes, without having to rewrite the policy and have the Board reevaluate the policy for each update. Greg said he could revise this to include a general referral to the website for particulars. Cynthia expressed support for that approach; Greg modified the document.

Cynthia suggested the inclusion of language prohibiting unsafe behavior and asked if the after-hours discussion was something forthcoming. Greg said that the general Community Room policy was under review at present and the after-hours portion of room use would be determined on an operational basis.

Nick Dierckman made a motion to approve the revised Community Room Use Policy. Larry Osborne seconded. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, David Goldberg, and Larry Osborne voted aye. The motion passed.

Greg said that the reservation booking process was mostly in place and priority would be given to beginning training sessions to facilitate after-hours use. Larry suggested posting a syllabus for the trainings online.

PUBLIC COMMENTS

Linda Baysinger, Canemeh Neighborhood Association, spoke to the need for local, free, meeting spaces with evening availability to foster organizational stability and growth for the nonprofit. Linda noted that the organization met regularly at the library pre-COVID and were highly interested in using the Community Room after hours.

Karen Blaha, Canemeh Neighborhood Association, spoke to the City recognized status of the Neighborhood Association, the organization's desire to have the Community Room as a meeting space to foster community involvement, and recognized this as a City priority.

Dennis Anderson, Canemeh Neighborhood Association, spoke to a need for a local meeting space for the organization and the organization's willing to abide by any library conditions to be able to use the Community Room Space.

Greg Williams thanked the speakers for their statements and said after Board approval, the policy would be presented to the Citizen Involvement Committee. Greg shared that the previous policy allowed for after-hours use of the Community Room at the sole discretion of the Library Director. Due to high

demand for the room, Greg wanted a clearer, more equitable policy for use. Greg had reviewed expected use by Neighborhood Associations (NAs) and Community Planning Organizations (CPOs), determined that there was not sufficient staff coverage for projected use, and planned on asking the NAs and CPOs to have members volunteer to be trained to facilitate after-hours access for these organizations.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Greg Williams reported that the LDAC meeting was positive in tone, the attendees affirmed shared purpose in furthering library services, and COVID's delay on task force progress was acknowledged. There was general agreement that long-term library success required involvement from all stakeholders. Greg reported that the topic of hiring consultants to help achieve the goals of the inactive Task Force was discussed and concerns about the possibility of the Library Network office facing funding cuts were voiced. Commissioner Savas had been present at the meeting and observed that Network's budget was a small portion of the County's budget.

Nick Dierckman reported that OCPL's upcoming unincorporated survey was positively received. Nick relayed the next meeting was scheduled for April 24.

Foundation

Cynthia Andrews reported that officer elections occurred; Chrissa Kruger was elected Chair. Budget review, fundraising, and project funding had been identified as topics for future meetings.

Friends of the Library

Larry Osborne reported a normal meeting. Greg Williams shared that the shelving units for displaying the Friends' books for sale would be arriving soon.

Teen Advisory Committee (TAC)

Heidi Blackwell reported that the TAC had divided themselves into teams focusing on social media, book display, and event planning.

FUTURE AGENDA ITEMS

5. David Goldberg proposed budget, funding model, and fund balance as future agenda items.

Nick Dierckman requested statistics with a pre-COVID baseline.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:11 pm.