



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, June 10, 2020

Commission Chambers

5:30 P.M.

1. Call To Order:

Larry Osborne called meeting to order at 5:34 pm.

In attendance were Ken Hall, Cynthia Andrews, Nick Dierckman, Larry Osborne, Kari Linder and David Goldberg. Greg Williams, Library Director and Denise Butcher, Library Operations Manager represented staff.

2. Library Director's Report:

Greg updated the Board with what's been going on since the Library closed and what's ahead. He identified 4 priorities:

1. To the extent possible/feasible, provide core library services online.
2. Consistent with our expertise, abilities, and mission, help mitigate the impact of the COVID-19 pandemic on our service area.
3. In preparation for the library reopening, fortify our administrative infrastructure with an emphasis on internal coordination, collaboration, and efficiencies.
4. Prepare for a future in which patron service expectations have significantly changed.

Greg is so impressed with what our staff have been able to come up with and noted that they have been outstanding.

We have reallocated some money to go into ebooks and digital services. Some are temporary in nature, while others will be permanent. Programming has been taking place online, like every Friday night trivia. Other programming is more passive with suggestions of what a family can do at home and post pictures on our social media, where we are trying to expand our reach.

Summer Reading has started. We knew early on that it would most likely need to take place online with staff not being in the building, so we started working on ideas right away.

A full statistical report is not ready today, but we can report that so far there has been a 36% increase county wide in ebook usage. Every library put additional funds into Cloud Library, focusing on materials that are always available without having to wait for a hold.

We are also focusing on videos and online programming. We don't have a baseline to measure for this platform. We have a YouTube channel with 85 subscribers, mostly teens.

Other programming includes a staff reading of Wizard of Oz and American Sign Language story time for children.

We will mitigate impact of the virus by having useful information from the state, health information, online programs for social communication and information about the schools. We have used the opportunity to support local businesses by purchasing gift cards for program prizes and purchasing

locally when possible. We've been working with Economic Development on an initiative for local businesses.

One example of fortifying our administrative structure includes using an online calendar system that has a registration component for signing up for programs and reserving meeting rooms. We hope to enter all programs into one calendar and export to all of the other calendars we have so that the information can be exported to those with less manual effort.

We will simplify how we administer and run our staff schedule to make it easier and more efficient.

When the Library reopens, service could look very different. We plan to continue using online platforms for programming. As part of our Strategic Plan, we were going to investigate ways to provide books by mail. We mailed out over 500 items that were on the holds shelf when we closed. We are also mailing out Summer Reading prize books and craft kits. We will move forward with that part of the Strategic Plan sooner than the plan calls for.

We are being intentional in how we are handling mailings, as we hope that at some point in the future this will be taken over by the County. At this point, we did not include return postage but we plan to eventually get an account with the Post office to be able to do so. We would like to get canvas bags to mail materials in and will ask the Foundation to hopefully cover the cost. We did find that 15% of those mailings had the wrong address in their account.

We will also need to look at the building and evaluate what needs to be changed so that the staff and patrons are protected.

Cynthia appreciates all our efforts and appreciates how Greg has stepped in during this time. He has a positive attitude and has been outstanding.

The City has been incredibly supportive of finding work for our On-Call staff to keep them working. We have staff watching meetings and taking minutes of City advisory bodies that have not been done for several years.

We began using a program called HootSuite that will analyze all our social media platforms and compile data into one report.

3. Public Comments: none

4. No-contact Holds Pickup:

We will be bringing our On-Call Circulation staff back into the building to start a no-contact holds pickup service. We have split them into A and B shifts to lower any risk of cross contamination. We will have longer shifts, with fewer people. They will also work on processing the backlog of materials.

Next week we will release information about the service, which will be appointment-based and start on June 22nd. We will start small for a few weeks to make sure our system works and after a few weeks work to expand the schedule.

We are starting to distribute materials with other libraries. All materials coming into our building will be quarantined for 72 hours before staff process so as to minimize the risk of coronavirus exposure to staff and the public.

On June 15, we will be opening the book drops on a limited basis. There are currently 20,000 of our items that are due on July 15th. Returns can also be made while patrons are here to pick up holds.

This information will go onto our website and social media tomorrow and was included as a “coming soon” in June’s newsletter.

5. 2020 Summer Reading Program:

A press release went out in regards to this year’s Summer Reading program. We are using an online platform called Beanstack. After registering, it tracks the program for kids, teens, and adults and there are different challenges to choose from. You earn prize drawings for each completed challenge and the program automatically picks winners for us. They also have a mobile app. Feedback from the librarians has been great.

All concerts will be online this year. Staff will be reading folklore and fairy tales to post on our social media to match this years’ theme. We have 2,500 prize books that we usually hand out to kids when they sign up for Summer Reading. This year kids can request a book and we will mail them.

David stated that in order for the public to access the online resources, they need to have the tools. For those that are not able to participate online, they can still get a paper version of the reading logs. Long term, we will need to look at the demographics to see those needs.

6. Library Reopening Considerations:

We will continue to offer all services online until it is safe to distribute materials physically. Our reopening will be slow and phased. The City is trying to align with the Governor’s reopening plan and we are waiting for the results of the IMLS study on how long the virus lives on various library materials. The results should be out in mid-June. We will not reopen before we have those. Physical distancing is key to slow the transmission but that is very difficult in a library setting.

The City is not going to require masks be worn by citizens accessing services. Staff will be required to wear masks anytime we are with the public and when a 6 foot distance cannot be maintained in staff areas.

Nick replied that masks and temperature checks might be a substitute for distancing requirements, but if we can’t mandate those, then there is no safe way to do it. We will have masks available for the public and encourage patrons to wear them but there is no plan to require them at this time.

The practice of contact tracing is in direct conflict with the American Library Association’s guidelines for privacy. There is no requirement for it at this point for municipal buildings. If the State mandates it, we will capture the least among of information needed to pass the requirement.

7. Communications:

Friends – met today, with Ken, Denise, and Greg present. The Book Store will be opening on June 17 on Wednesday, Thursday, and Fridays from 10:00-2:00. They will require masks. Donations will be appointment based. They have lost some volunteers and management team members. Financially they are ok, as they have some money in reserves.

Foundation - has not met. They have seen a drop off in activity in the Dolly Parton Imagination Library sign ups. The application is now on their website. They sent out 167 books in May and 170 in April. The drop off is expected since applications are not available in the Library.

They are discussing whether they can continue the program long term. If they do, they will need to continue to fund raise. They will see how it looks going forward. The board is currently dispersed with the Library closed.

8. Future Agenda Items: none

9. Adjournment:

The meeting adjourned at 6:50 PM.

