



# City of Oregon City

## Meeting Minutes

### Library Board

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

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Wednesday, March 11, 2020

Commission Chambers

5:00 P.M.

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#### 1. Call To Order:

Scott Edwards called meeting to order at 5:00 pm.

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

#### 2. Approval of the Minutes:

Nick Dierckman moved to approve the February 12, 2020 minutes. Second by Kari Linder. Motion passed, with vote as follows:

Aye: Ken Hall, Cynthia Andrews, Scott Edwards, Nick Dierckman, Larry Osborne, Kari Linder and David Goldberg.

#### 3. Public Comments: None

#### 4. Library Director's Report:

Greg is modifying the format of his Director's Reports, putting information into categories. Feedback is welcome.

**Staff:** We are having team meetings to be sure that all staff in every team are involved and in the same room, at the same time.

At our February All Staff meeting we invited Dan Hanes, Oregon City's Homeless Liaison Officer and Robin Schmidt, Executive Director of the Father's Heart Street Ministry. We spend a lot of staff time addressing patron behavior issues and with patrons experiencing homelessness. Dan and Robin were able to share some of their resources. An every day patron, Gary, whom is experiencing homelessness and also frequents Father's Heart has just moved into transitional housing.

**Grounds/Facilities** – We are going to investigate the possibility of removing the sliding kitchenette doors. They are heavy, hard to use, and are damaging the facing around the frame. We are leaving them open to minimize the damage and experimenting how removing the doors will work with Children's programs held in the Community Room.

**Parks** – The Carl Clapp memorial sign which was purchased with donations should be installed soon.

**Operations** – We are spending a lot of time on coronavirus and doing what we can to ensure staff and patron's safety. We have:

- Signs posted throughout the Library from the CDC
- Disinfectant wipes and hand sanitizer readily available

- Staff routinely wiping down surfaces
- Janitorial cleaning extra in high traffic areas
- Toys in the Children's Room have been removed out of an abundance of caution.
- No communal food at programs

We will continue to monitor this on a daily basis. There are frequent discussions happening with other City departments. Some libraries are starting to cancel events. The City is expected to make a statement on their website saying that they will continue to monitor the situation and if needed will alter hours and services. Plans are being made on how to communicate if we need to have closures.

**Policy** – Mo had shared a list of policies to potentially review on a monthly basis. Greg would like to wait until staff have an opportunity to get together to discuss first. We will be bringing the Computer Use Policy for the Board to review next month.

Nick questioned how we can successfully make the Community Room available for after hour use without staff present. Greg voiced the liability concerns he has if no trained staff are there. We want to make sure that we go forward responsibly. McLoughlin and Canemah Neighborhood Associations are still meeting after hours with a staff member present.

Our One City, One Book author event went great! We are very pleased with the partnership with Clackamas Community College. We look forward to what we can do with them in the future. Nick questioned how we determined that it was a success. We will be coming up with success measures in general for all programs. Assessment is a huge part of our Strategic Plan. We will be holding a lot of team meetings to discuss this.

At the February 15, 2020 Commission meeting, they approved the changes made to the by-laws. The code is in the process of being updated.

LINCC (Libraries in Clackamas County) has added a feature to check out receipts showing how much you saved by using the library. It only includes the price of the materials, not the investment of tax dollars that are going back into the community.

Some changes have been made to the Library of Things collection so that it is easier for patrons to use and access materials, that also helps us with shelf space. Two items can now be checked out at the same time and they can be renewed. This will also help us with shelf space.

The City team met today to discuss the LDAC task force. While the Board had discussed in previous meetings that Larry Osborne would be the alternate member of the task force, there was not an official vote recorded in the minutes.

David Goldberg moved to name Larry Osborne to be the alternate member of the Library District Task Force. Second by Ken Hall. Motion passed, with vote as follows:

Aye – Ken Hall, Cynthia Andrews, Scott Edwards, Nick Dierckman, Kari Linder, Larry Osborne, David Goldberg

The Oregon City Women's Club has donated \$500 to the Library to be used towards access for individuals with disabilities.

Barratt Miller, Youth Services Librarian gave a presentation to the schools on diverse books. Nick mentioned that we have put a lot of time into our relationship with the schools in the last year and it's great that we are putting forth so much effort.

We have reconfigured and remounted the door counters to get a more accurate statistic. Two of the three counters were not configured to show in and out so the numbers were inflated. Next month we should be able to report accurate numbers. Greg checked with the State Library to see if we need to amend our numbers. They said that it was not necessary but to add a note of explanation with this years' report.

David noted that we have an 8% growth year after year and wondered if that is sustainable. Can we offer the same services, materials, and staff with the same amount of money?

Greg would like to look at the number of hours and the functions that we are currently doing. It was asked why some patrons use staff to check out items, rather than the self-checks. Any transactions that deals with fine collection, lost cards, etc. need to have staff help.

## **5. Library District Distribution:**

At the end of January, we get the largest distribution of funding, followed by a smaller amount at the end of June. The amount that we receive is based on the assessed value of property in the City and a percentage of the Unincorporated population served.

The 2020-2021 estimate is sent to each library at the end of February. The County gives a best guess to each library and are very conservative.

## **6. LDAC Progress:**

The IGA (Intergovernmental Agreement) requires each library to report on the standards outlined in the agreement. The report has changed over the years to only include the information that is most useful. Every Library Board has the opportunity to ask questions and if we have any local issues, Nick can take them to the committee. Nick and Scott will then sign off on the report, which is then sent to the City and eventually to the County Commissioners. The report is due before our next meeting.

Greg noted that our City is very generous in that they don't allocate many costs to us, although that could go up in the future. We couldn't operate at the same level if we had to pay those costs or if they didn't contribute \$150,000 per year to our budget.

The Board had no concerns with the report. Larry Osborne moved to approve the 2017/2018 and the 2018/2019 annual progress report. Cynthia Andrews seconded. Motion passed, with vote as follows:

Aye: Ken Hall, Cynthia Andrews, Scott Edwards, Nick Dierckman, Larry Osborne, Kari Linder and David Goldberg.

## **7. Communications:**

LDAC – Nick reported that they did not meet.

Foundation – The full Foundation Board should meet in April. During the interim, they are working on goals. Cynthia reported that they have not had a full rollout of the Dolly Parton Imagination Library yet. They met 89% of their goal for sign ups with a soft rollout. It will be a few more months before all the details are worked out and the impact it will be known.

Friends – They are looking for new places to distribute excess books to. They had 3,454 donations last month. They are also trying to find ways to encourage membership.

**8. Future Agenda Items:** none

**9. Adjournment:**

The meeting adjourned at 6:04 PM.

