



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, February 12, 2020

Commission Chambers

5:00 P.M.

1. Call to Order:

Scott Edwards called meeting to order at 5:03 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.

We would like to welcome our new Board member, David Goldberg and new Library Director, Greg Williams. Scott stated that with Greg's experience in the Library District Advisory Committee (LDAC) and the Libraries in Clackamas County (LINCC) we are lucky to have him.

2. Approval of the Minutes:

Cynthia Andrews moved to approve the January 2020 minutes. Second by Ken Hall. Motion passed, all in favor.

3. Public Comments: None

4. Library Director's Report:

Greg reported that we have recently hired four (4) On-Call Library Assistants to provide coverage for the Circulation department. Their training is almost done.

You'll notice that the section on the statistics report for the door counter is blank. In looking into our current setup, it was discovered that our previous count has been overstated. Two of the counters were set up as unidirectional, which means that the count needed to be divided by two, to allow for in and out. We are looking into making all 3 counters to be bidirectional so that in and out are properly counted.

Cynthia asked how the door count number affects funding. It does not. Funding is based on the assessed value within the City and a proportion of the unincorporated population served.

We are investigating whether we need to replace our current counters. All our counters are from the same vendor but one is much older.

The number of materials that we send to other libraries for holds jumped this month. There was a moratorium on holds for Milwaukie patrons during their move. Once the move was complete and those holds were released, we received many more holds requests. Oregon City is the first library in the chain to fill holds for Milwaukie.

Ideally, the net lender and net borrower numbers should be equivalent but there are factors that impact that ratio that have nothing to do with collection development. For example, changing the order in which libraries are selected to fill holds can impact the ratio, even if no collection

development activities change. It is not the be all and end all of statistics.

David would like to see the funding throughout the system, the total assessed value and what percentage of that value we receive. We received a large amount of our funding in January. At the end of June, a smaller, 2nd distribution is received. The Board has a defined role in the budget process, so that information will be brought to you during that process.

Some outstanding building projects were completed. Sound baffles were recently installed in the basement staff area to help with the noise. New signage that was ordered some time ago is installed.

In programming, we are holding our first teen writing contest named "Write On". Teens are encouraged to submit entries, which will be judged by our current Teen Advisory Group (TAG). The winning submissions will be made into a Zine that will be handed out to all teens that sign up for Summer Reading.

One City, One Book had a good kick-off event. The Friends donated the money to purchase give-away books for the community. The Foundation paid for the author's speaking fee and travel arrangements for the culmination event.

We recently finished the Edge Technology Assessment. Edge rates how we are meeting the needs of our community in regards to technology. It is a nationwide program and provides good benchmarks compared to other libraries. We will bring the report to a Board meeting in the future.

Greg relayed information from the latest Gallup Poll, which showed that more people choose to go to the library than they do to go to a movie.

The first Library District Task Force meeting was held on Friday, January 24. This included an overview of the Library District and stories from Library Directors on how District funding has impacted their services. They also heard some challenges some face in funding. There was discussion of where we want to be and how to get there.

The Master Intergovernmental Agreement is over ten years old and there have been very few amendments. The structure has been working but there are topics that need to be reviewed. The meeting included Board members, Library Directors, City Managers and Finance representatives.

Maureen had created a calendar of policies with months that they should be reviewed. Greg would like more time to review the policies and plans to bring February's list to the next meeting.

Nick asked about the Community Room changes to the door. We are still investigating recommendations on how to use the doors after hours. We need to make sure that we think it through thoroughly so that it is still safe. Nick stated that it would be good to have a plan before that topic flares back up. McLoughlin Neighborhood Association is currently meeting in the room. We have not heard from the Canemah Neighborhood Association this year.

5. Bylaws Review and Approval:

In January, the Board looked at the by-laws and recommended some changes, which have been reviewed by the City Attorney. He thought that the changes looked good but also pointed out Article 5, section 5 that states how absences are dealt with. The existing language implies that the Board would determine how to handle this. Since the Mayor appoints these positions, he should be the one that determines how to handle it.

Larry Osborne moved to approve the proposed amendments to the Library Board bylaws. Second by Ken Hall. Motion passed all in favor.

Greg will send the change to City Commission next week for their adoption.

6. Communications:

LDAC – held a meeting in addition to the Task Force meeting, which was mostly a report on the Gladstone and Oak Lodge project and an update from the Task Force. The next meeting will be in April. As a Board, we should review the Annual Progress Reports that will be submitted to LDAC.

Larry Osborne asked if he has been appointed as the back-up representative yet. That should happen soon.

Foundation – has not met. Within the next few weeks the subcommittees will meet to discuss goals, actions, and outcomes. In March, they will meet together as a whole.

Friends – They are working through some difficulties at the new store and finding ways to increase membership.

7. Future Agenda Item:

Nick requested that the Board hear about the BAM Advisory Group so that they have a better understanding of what they are doing. Greg mentioned that he plans to have a report for them in the future.

We will have Doodle poll with possible dates for the Board to tour the Network (NT) office and see the courier process.

Nick arranged a tour of the new Industrial Technology Center at Clackamas Community College to look at their new Maker Space with Aaron, Denise, and Greg. They have a lot of cool machines to use. The Mission of the program was not only to have the space support their curriculum but also to make it available to the public. We hope to have a partnership with them in the future and to offer our patrons their resources.

Cynthia asked to have a report of the Teen LGBT collection; how it went and what has been the outcome. It's not urgent but would like to hear about in the future.

8. Adjournment:

The meeting adjourned at 5:44 PM