CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MINUTES

Meeting
Wednesday, December 21, 2022 at 5:00 PM

CALL TO ORDER

Chair David Goldberg called the work session to order at 5:02 pm.

ROLL CALL

Members Present: David Goldberg, Cynthia Andrews, Larry Osborne, and Heidi Blackwell were present in person. Nick Dierckman was present via Zoom.

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

LIBRARY DIRECTOR'S REPORT

1. Greg Williams noted that going forward the programming statistics would look different and would reflect the formatting requested by the Oregon State Library for the annual State Library Report.

David Goldberg remarked that he examined the budget report and found a mistitling of a column. Heidi Blackwell asked if it could be corrected. Greg stated that he would request the title change from the data compilers and thanked David for noticing it.

Nick Dierckman expressed a hope to analyze the statistics in the future, including comparing usage of electronic collection materials between patrons from the city and unincorporated areas. Greg voiced support for this and noted that available data would likely be vendor-dependent.

Greg shared that unincorporated area survey contract was finalized and anticipated the vendor would meet with the survey subcommittee after Christmas. Greg said the survey cost $13,000 and the level of analysis selected was equivalent with other surveys done by the City.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

2. Discussion of Community Room Usage Policy

David Goldberg advocated for a simplified version of the existing policies and supporting documentation and asked for discussion about the issues the policies were intended to address. Greg Williams said community demand for meeting space outpaced available spaces and the Library would like to help reduce this discrepancy. Greg noted the current policy prohibiting private meetings did not permit many of the requests the library received to be accommodated.

Larry Osborne and Greg discussed the origins of the policy language and determined it was not directly from the American Library Association (ALA) Bill of Rights. Denise Butcher provided context that private meetings were not permitted by policy because the space was intended for community gatherings and programming and the upstairs meeting space provided venues for private gatherings.

Nick Dierckman asked about the nonprofit aspect of the policy. Greg acknowledged that the existing language around the missions of nonprofits was difficult to define and there was also language around individuals exchanging information. Heidi Blackwell suggested including nonprofits as a of type of eligible room users, pointed out there was current language referring declined bookings to the Director, and asked if there was a way that previous use statistics for the room could be pulled to help inform policy. Greg voiced support for a consistent room use policy without the Director mediating requests and said he would pull the existing data.

There was general support for giving priority to the Library for use of the space.

Larry Osborne asked for a summary of arguments against private meetings in the Community Room. Denise Butcher said the community was promised that the Community Room would be used for community events when the expansion was presented. Greg noted that private use meetings opened up the possibility library spaces might be used by groups with missions contrary to the Library's.

Cynthia Andrews shared a view that the Community Room should not be a party venue. Larry observed that room use seemed to be a scope of the event issue rather than a public/private issue. David thought using the room for parties could be acceptable if attendee behavior was library appropriate. Denise said staff were not in favor of the room being used for parties based on past events where attendees' inappropriate behavior led to excess demands on staff time.

David recommended that Library use be given first priority, followed by other users on a first come, first serve basis. David and Nick opposed making the space available to businesses.

Cynthia recommended that Library use of the space should be a priority, with the next priority use be other governmental entities with language permitting closed meetings, except where permitted by law, third priority use to nonprofit organizations, and an exclusion of profit making ventures.

Heidi Blackwell said after-hours use of the Community Room was a need shared with her and was a promised use when the addition was built, and wanted to ensure Neighborhood Associations (NAs) were included in the room's use. Nick voiced support for specifically naming NAs in the policy as they were not governmental entities and may not all have nonprofit status.

Greg stated that a policy for training people for after-hours supervision was in development and spoke to the need to treat City NAs and County Community Planning Organizations (CPOs) within the Library Service Area equitably. Greg outlined a process in which designated members of organizations using the room after-hours would be trained and would volunteer to monitor after-hours use.

Heidi asked for clarification on the booking process. Greg stated that the intended sign-up process would be initiated online and be individually followed up on. Larry recommended checking the draft policy with the City Attorney with regards to after-hours use.

Greg acknowledged training would have an impact on staff time and he and Denise had concerns about getting after-hours calls in connection with after-hours use. Greg proposed allowing after-hours access to NAs and CPOs and allowing other nonprofits access to the room during the day. David Goldberg supported this model.

Nick asked if different considerations would be made if an outside organization wanted to put on an activity in the space and the activity aligned with the library's mission. Greg said that would likely fall under a library-sponsored program and would be considered differently.

Greg summarized the discussion: first priority given to library and administrative use, second priority given to local government agencies use for private or public use, third priority given to nonprofits and/or information exchange, and no general private events. An after-hours room use policy for NA and CPOs would be crafted and would include volunteers trained to monitor the space after-hours.

Heidi asked how reoccurring reservations would be treated. Greg stated that while the Conference Room had a policy about reoccurring bookings, the Community Room did not. Denise stated that there was not previously an official policy but, in practice, scheduling three months out served to limit long term reoccurring reservations. Greg and Denise did not anticipate booking the room more than two to three months in advance. Denise asked if there should be a limit of number of bookings by one entity within a time span. Greg suggested room reservations be booked up to two months in advance and one booking per month per group on a first come first serve basis.

Nick asked that policy language use "service area." Greg noted some CPOs had boundaries in multiple library service areas and they would be treated the same as CPOs that were fully within the OCPL service area.

Greg stated that he saw staff use of the Community Room for breaks and meals as an administrative use for a safe staff working environment. There was general support for this. Greg anticipated having a revised draft of the policy for the Board in January.

3.Development of Library Security Camera Policy

David Goldberg reordered the agenda and said he thought the City Attorney should draft a policy and have the Library follow it. David stated that he read over ALA's position on privacy and did not think that the safety and security objective of the security cameras conflicted with the privacy concerns around patrons' materials.

Greg Williams said there was currently no policy and Greg wanted to have a policy articulate a balance between library ethics of privacy and trying to provide security in a public building. Cynthia Andrews asked what other departments did with their cameras. Greg stated he had asked the City but did not yet have a response. Larry Osborne, Cynthia, and David supported using the existing City policy. Heidi Blackwell identified Molalla Public Library's policy as a goal for directness.

4.Library Tactical Plan Draft

David Goldberg noted that the tactical plan was an in-process draft, recognized progress was being made, and noticed a few instances in the draft where city residents were mentioned but unincorporated patrons were not, particularly as it pertained to card creation. David expressed hope that the final plan would not differentiate between city residents and residents of the unincorporated area.

Larry Osborne and Cynthia Andrews asked about the position of minors who did not want, and parents who did not want their children to have, a library card. Greg Williams stated that the goal would be to work with the school district to generate library accounts based on school ID numbers and include the option to opt out in the school's paperwork packet.

Greg was open to changing the language around the task and identified the Oregon City School District as a first step due to the district's relative size in the service area and similarity to other successful implemented programs. Heidi and Cynthia spoke in favor of modifying the language to reflect card creation as an activity towards an overall goal of increasing children's engagement with the library, rather than the goal itself.

David said the posted schedule of deliverables was slower than he would have liked, but he talked with Greg and found that the deliverables were budget dependent would need to be put into the next budget cycle, which slowed the implementation timeline.

Heidi thought the survey data would be helpful in informing actions. David, Heidi, and Greg recognized that there were challenges to move swiftly within budget cycles while also taking staffing levels and time demands into consideration.

There was general discussion of the mapping and boundaries of unincorporated areas and CPOs and questions about the interactions of CPO and hamlet status.

Cynthia asked how patrons might be determined to be eligible for homebound services. Greg stated that he anticipated patrons would self-report their homebound status.

Greg said he would incorporate the comments into the next draft and bring the changes to a Board meeting before taking it to the City Commission. Cynthia noted a preference for active language in the document. Greg floated the idea of a wordsmithing session for a future version. Nick asked about project plans and Greg replied that the goal was to have project plans included with the tactical plan.

COMMUNICATIONS

None

ADJOURNMENT

David Goldberg adjourned the meeting at 6:10 pm.