CITY OF OREGON CITY
LIBRARY BOARD
WORK SESSION MINUTES

Meeting

Wednesday, November 30, 2022 at 5:00 PM

CALL TO ORDER

David Goldberg called the meeting to order at 5:05 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

Greg Williams noted that the work session following the regular meeting would not be broadcast as it would be the session during which Library Board candidates would be interviewed. Greg asked for confirmation that the Library Director's Friday Highlights were still helpful to the Board. There was general assent and Greg promised to continue sending them.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

1. Library Board Budget Committee

   David Goldberg asked if Nick Dierckman would share Library District Advisory Committee (LDAC) reports and perspectives in the scope of the Budget Committee. Nick agreed.

   David Goldberg asked Cynthia Andrews if she would be willing to be on the budget committee if she remained on the Library Board. Cynthia agreed.

   David shared an expectation that the fund balance would be a consideration for LDAC and the City in budget discussions and in preparation for those discussions had asked Greg Williams to run comparative studies on Full Time Equivalencies.

Larry Osborne made a motion to create a Library Board Budget Committee. Heidi Blackwell seconded the motion. David Goldberg, Cynthia Andrews, Larry Osborne, Heidi Blackwell and Nick Dierckman voted aye. The motion carried.

2. Library Board Member Leave of Absence

   Greg Williams stated that Elizabeth Zinter requested a leave of absence through the end of the year. Greg said the current bylaws addressed procedures for dealing with more than two unexcused absences, which was not applicable, but were silent on leaves of absence.

   Cynthia Andrews asked if there was anything in the City Code that addressed the situation. Greg said he had checked with the City Recorder and the City Recorder thought a Board-generated motion to grant a leave of absence would be sufficient.

   Cynthia Andrews made a motion to grant Elizabeth Zinter a leave of absence through January and maintain Elizabeth’s Board membership. Larry Osborne seconded the motion. David Goldberg, Cynthia Andrews, Larry Osborne, Heidi Blackwell, and Nick Dierckman voted aye. The motion carried. Greg stated that he was continuing to copy Elizabeth on all Board communication. David requested that Greg convey the Board’s well wishes.

3. Interview Questions for Applicants for Vacant/Expiring Board Positions

   David Goldberg stated that the questions were very similar to the questions used in the past, with some minor proposed changes.

   Greg Williams said the intent had been to discuss the proposed changes at the Board meeting in October, which had been cancelled. Greg asked if there were concerns about any of the questions and indicated that follow-up questions would be permitted in the interviews.

   Cynthia Andrews stated that she would like to see the interview question series avoid yes or no questions and expressed hope that the intent of the questions would be captured in a different format in the future.

   Nick Dierckman said he thought the application was generic. Greg stated that the City currently utilized a general online application and that in the future it might be possible to ask the City Recorder for the inclusion of specific questions on the application or the additional questions could be included in the recruitment materials.

   Nick asked for clarification concerning the number of open positions. Greg stated that there was the position vacated by Kari Linder and the position Cynthia currently filled. Greg said that Oregon City Municipal Code specified the composition of Board positions by section of the service area. Two positions must be held by members living in the unincorporated area, four by residents of the City, and one at large position could be held by a resident from either part of the service area. Greg stated that of the three applicants, only Cynthia fulfilled the requirement of being from an unincorporated area and the other two applicants were City residents. Greg said all Board positions were appointed by the Mayor with input from the Library Board.

Nick noted that he would prefer to not read any of the questions aloud in the subsequent interviews; there was general agreement that those physically present would read the questions.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman reported three notable topics of discussion were raised at the last LDAC meeting.

The first topic was, were Library District revenues intended for capital use or operations, and was there a difference in using Library District funds for direct capital expenses vs. putting district funds in a capital reserve fund? It was noted at the meeting that Oregon City Public Library (OCPL) had a capital reserve fund. Nick reported that the position of Kathleen Draine, who introduced the topics, was that Library District funds should be exclusively for operational costs. Nick reported there were a variety of opinions on this matter. The second topic was, was debt service an intended use of Library District funds? OCPL was identified as the only library using these funds for debt service. The third question raised was, how were allocated costs charged by cities and how did this impact Library District funds? Nick noted that OCPL receives support from the City's General Fund.

David Goldberg asked if there were legal frameworks around the issues. Nick noted that there was a District Master Order and an Intergovernmental Agreement between the libraries and the district. Nick reported there was an enduring plurality of interpretations as to how Library District funds could be properly used.

David asked how Nick thought a vote would go if it happened in January. Nick shared that he did not expect broad LDAC support and thought it was possible Kathleen might pursue the matter with the Board of County Commissioners.. Nick noted that there were differences between the language of the 2008 ballot measure (measure 3-310) and language of the Intergovernmental Agreement.

Greg Williams stated that at LDAC meetings, Library Directors were there to support the citizen representatives, but at the most recent meeting of LINCC Library Directors, the issues raised at the LDAC meeting were discusses. Greg said that many Library Directors shared a focus on looking forward to ensure sustained future library function across the county, particularly given uncertain funding. Greg stated that at LDAC, he discussed the lack of consistent definition of capital expenses between the participating entities and recognized that sometimes capital expenses were needed to facilitate operations, like OCPL's purchase of furniture to reconfigure during COVID closure and reopen to the public safely.

Cynthia Andrews asked what a positive resolution would be. Nick replied settling on definitive interpretations and going forward. Nick noted that there was no language prohibiting the use of funds to pay off bonds and stated his belief that OCPL's use of the Library District funds had been strictly for the library and the reserve fund was specifically for library use.

Nick suggested that the Zoom link for the next LDAC meeting be shared with the OCPL Board.

Library Foundation

Cynthia Andrews reported that the Foundation Board was looking to fill vacancies on the Board, fund management was undergoing review with consideration to increasing rate of growth of existing funds, and the Foundation's focus was being determined for the next year.

Friends of the Library

Larry Osborne reported that Friends of the Library had been focusing on their luncheon, the selling of books, and promoting the Friends in OCPL. Greg stated that the Friends had provided a grant for new shelving in the Library to display books for sale by Friends and promotional material for the Friends. It would be housed in the hallway into the Community Room and would match the shelving throughout the library.

David Goldberg asked if it would be staffed. Greg stated that it would be unstaffed and that he had talked with City Finance about procedures for money handling and distribution. There were general comments of appreciation of the Friends and their bookstore.

Teen Advisory Committee

Heidi Blackwell shared a list of ideas the Teen Advisory Committee members put forth for possible activities they could start and commented that they had a lot of enthusiasm. Heidi stated that Sabrina Tusing was encouraging smaller focus groups to focus on realizing some of the projects. High interest items included creating a teen library newsletter and creating "Book Tok" videos.

ADJOURNMENT

David Goldberg adjourned the meeting at 5:35 pm.