CITY OF OREGON CITY
LIBRARY BOARD
REGULAR MEETING MINUTES

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Meeting

Wednesday, November 29, 2023 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orcity.org) for the meeting link.

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:00 pm.

ROLL CALL

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

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

APPROVAL OF THE MINUTES

1. Review and approve the minutes of the October 25, 2023 Work Session.

Cynthia Andrews moved to approve the October 25, 2023 Work Session minutes as submitted; Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

LIBRARY DIRECTOR'S REPORT

2. November 2023 Director's Report and Library Statistics

Greg Williams reported a new storytime recording had over 2k hits. Greg noted that the number of card holders fell by roughly 3000, reflecting the annual removal of accounts lacking activity for three years.

Greg said the annual statistics required by ORS were submitted and included in the Board Packet. Greg highlighted changes between the current year and previous year's statistics, including increases in physical and electronic materials checked out. Greg noted increases in physical materials checked out were small but remarkable given general library trends. Greg invited questions; there were none. Greg noted that the Statistics Subcommittee would meet in December.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Behavioral Policy Update

David Goldberg asked if the City Attorney reviewed and offered input on the proposed policy. Greg Williams confirmed that occurred. Greg verified with Larry Osborne that the current language of 3.6 (pertaining to medications) captured Larry's feedback. Greg stated that the City Attorney was satisfied with the updates. Larry expressed satisfaction with the current language.

Bill Carton noted his positive personal experience with staff and their enactment of policy. Greg spoke highly of staff and said he would relay the feedback. Heidi Blackwell asked if staff had seen the policy. Greg said two rounds of staff feedback had been provided before the City Attorney looked over the policy.

Cynthia Andrews made a motion to accept the Behavioral Policy as updated; Bill Carton seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried. Greg thanked the Board.

4. Library Tactical Plan Update

Greg Williams provided an overview of the Tactical Plan and noted the quarterly check-in with the Board was intended to keep the progress towards the Strategic Plan objectives visible and allow for readjustment, if needed.

Greg highlighted changes to 1.1 and 1.2, which reflected an accelerated timeline. Greg said that the status of other items was the same as those shared in the previous Work Session and that the senior staff team was enthusiastic about the state of the Tactical Plan.

Cynthia Andrews spoke to the importance of separating the Strategic and Tactical/Operational objectives into separate documents and the positive impact such a division had on predicting and visualizing the budget.

David Goldberg asked how Spanish translations would be performed. Greg acknowledged that there were several options including IRCO, an organization the Library used in the past, County and State approved procurement vendors, and additional service providers with contracted rates that would not require a procurement process. Greg emphasized that the goal was to make sure that major policy documents, carried the nuance of the original document.

Lisa Oreskovich moved to accept the 2023-2025 Library Tactical Plan as submitted; Heidi Blackwell seconded. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

5. Clackamas Board of County Commissioners Discussion of Using Library District Funds for Capital Purposes

Greg Williams summarized that the Library District Advisory Committee (LDAC) had long debated the acceptability of using Library District Funds for capital expenditures, and that in June 2023, LDAC asked the Clackamas County Board of Commissioners for guidance in this matter. Greg reported that this was discussed at the most recent Clackamas County Policy Session, roughly equivalent to a Library Board Work Session, which he and approximately 15 library people attended. Greg noted that Policy Sessions did not allow for public comment.

Greg reported that he felt the discussion was generally positive, said County Counsel presented information about the issue within a legal framework, and said Chair Tootie Smith reported informal conversations indicating involved cities wished to determine how to spend their funds. Greg said his sense was that the Commissioners generally supported this position.

Greg shared that County Counsel noted there were two documents outlining how money in the Library District could be spent: the Master Order, which defined the Library District's overall purpose, and the Intergovernmental Agreement (IGA), which provided additional details about how the District worked. County Counsel put forth two potential ways to make modifications to clarify the money issue. The first option was to modify the IGA, which would require approval by every participating city's Council or Commission, at which point the County Commission would vote to finalize the change. The second option was to modify the Master Order, which could be done by a vote of the County Commissioners. County Counsel recommended modifying the IGA; the County Commission decided to pursue this process. Greg anticipated that County staff would work with the cities to provide standardized language, parameters, and definitions for the updated IGA.

Greg noted that both the Master Order and the IGA reference Oregon Library Association (OLA) Standards in place in 2008 and updated ones had since been adopted. Greg noted that the 2008 OLA facility standards were not wholly congruent with community expectations of facility spending. Greg also noted that the County Commissioners' discussion of using funds for facility uses tended towards the costs associated with the physical upkeep and repair of library facilities, rather than the funding of the building or an expansion. Greg expressed hope for direct communication between Oregon City and the County to result in language permitting funds to be used to meet local community needs for library services, including the facilities to provide those services. Greg expressed hope that this could be resolved and LDAC could then move forward with other work.

Nick Dierckman agreed with Greg's summary of the meeting and context and expressed hope that the capital question could be resolved so LDAC could do new work. Nick spoke to Greg's expertise and experience in navigating LDAC matters.

David Goldberg noted that depending on how the IGA was revised, a result might be the City charging the Library rent, which LDAC funds could be used to pay.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said there was nothing further to report.

Friends of the Library

Larry Osborne reported that the sales for the year had been high.

Library Foundation

Cynthia Andrews reported that the Foundation continued to work with Friends of the Library towards the December 7 fundraiser.

Teen Advisory Committee (TAC)

Heidi Blackwell reported that TAC members were currently envisioning functional and aesthetic components of a redesigned Teen Space. Heidi reported the Youth Teen Advisory Committee (YTAC) members brainstormed programming ideas.

David Goldberg reported that he, on behalf of the Board, had contributed to Greg's annual assessment.

Heidi noted that a Diwali celebration program had happened in partnership between Oregon City School District and Parks and Recreation and thanked the Library for the pertinent books present at the program. Heidi said there would be a similar Lunar New Year program February 3, 2024 at Gardiner Middle School.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 5:32 pm.