



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, October 14, 2020

Online via Zoom

5:30 PM

1. Call to Order:

Scott Edwards called the meeting to order at 5:33 PM.

Members Present: Cynthia Andrews, Nick Dierckman, Scott Edwards, Kari Linder, and Larry Osborne.

Members Absent: David Goldberg and Ken Hall

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager, Gina Bacon, Adult Services Librarian, Barratt Miller, Youth Services Librarian.

2. Approval of Minutes:

Nick Dierckman motioned to approve the minutes from the Library Board's September 9, 2020 meeting with no changes. Kari Linder seconded the motion. Larry Osborne, Cynthia Andrews, Nick Dierckman, Scott Edwards, and Kari Linder all voted aye. The motion carried.

3. 2020 Summer Reading Program:

Greg Williams requested the Board's permission to modify the agenda to allow Librarians Gina Bacon and Barratt Miller to present on the 2020 Summer Reading Program first. The Board approved the change although no formal vote was taken.

Barratt Miller, Youth Services Librarian, and Gina Bacon, Adult Services Librarian presented the 2020 Summer Reading Program Report.

Barratt acknowledged that the Children's 2020 program was very different than previous years in that it utilized online program registration, virtual events, take and make craft kits, and gift card prizes to local businesses. In total, there were 581 registered online summer reading participants, \$1,850 in gift card prizes awarded, and 1,030 free books, tote bags, and craft kits distributed by mail or no-contact pick-up. In total 2,352 people viewed or attended the 26 virtual programs.

Barratt explained the different funding sources that made the 2020 Children's Summer Reading Program possible, including \$7,655 in State Ready to Read grant funds, \$3,500 from the Friends of the Library, \$7,253 from the Library budget, and \$250 in gift card prizes from Mike's Drive-in.

Barratt explained that the COVID-19 pandemic greatly condensed the planning and execution timeline for this year's Children's Summer Reading Program. Comparative software review began in April and concluded with the selection of the Beanstack online summer reading platform. In May, the challenges, reading lists, and reading logs were designed and in June, staff was trained, instructional videos were made, and promotions occurred. The program ran from June 15 to August 31 when the prize drawings occurred.

Barratt shared that the 2020 program departed from the usual age-based modules; instead, young participants (ages 0-17) could select one of three challenge options regardless of their age. The three challenge options were a daily reading challenge, a book badge challenge, and a design your own

challenge.

Gina Bacon shared information about the 2020 Adult Summer Reading program and described her goal of trying to replicate the traditional adult summer reading activities via the online Beanstack platform. Gina explained that for each activity, book, or review completed adults earned tickets through Beanstack which could be entered into digital drawings for prizes.

Barratt recognized that the overall registration numbers were lower than in previous years and given everything that had happened, it was not an unexpected result. Approximately 350 youth signed up this summer, in contrast to approximately 2,500 youth in previous years. Gina noted that the 229 adult participants in 2020 represented fewer than 2019's 433 adult participants.

Barratt noted that the most common age range of youth participants was 6-11 years. Overall, the most popular challenge was the daily reading challenge and participants in this challenge logged nearly 8,000 days of reading. Book badge challenge participants logged 440 books read. The design your own challenge did not have any participants who indicated that they met their goal. Barratt reflected that this type of challenge was more suited towards offline participation (which Beanstack wasn't particularly designed for), but that offering the challenge had nevertheless been a worthwhile experiment. Overall, the most popular prize offerings were gift cards for Menchie's and White Rabbit Gifts.

Gina shared that of the 229 registered adult participants 119 indicated they read at least one book and that in total 1,544 books were read, with an average of 12 books per participant. The most frequently completed activity was reviewing a book while the most popular prize selection was the Adventure Gift Basket.

Barratt reported that the Virtual Family Concerts were the most attended online programs and attendance was comparable to in-person attendance pre-pandemic.

Barratt reported on the efforts to send items to patrons by mail, noting that it was an iterative process, and that nearly 600 books for kids and teens were mailed, among other things. Barratt noted that community feedback was requested, and while there was not a lot of feedback returned much of it was positive. Gina shared the feedback she received was appreciative.

Barratt projected that the 2021 Summer Reading Program would include further refinement of how staff use the Beanstack platform, and an increased availability of craft kits. Gina looked forward to having more than two weeks to design a Beanstack-based 2021 Adult Summer Reading program, and hopefully being able to incorporate in-person activities.

Greg recognized the efforts of staff to completely rebuild and redesign the Summer Reading Program on a very short timeline, in the midst of the closure of the library building and the unprecedented, rapid shift to work-from-home.

Scott Edwards thanked Barratt and Gina for the presentation. Cynthia Andrews shared her appreciation for the staff's creativity, resilience, and willingness to take on and try new things.

4. Library Director's Report:

Greg recognized library staff for staffing the City's Wildfire Information Line during the previous month's wildfire emergency.

Greg shared that because of weather changes and the lack of tenable outdoor pick-up options in colder, wetter weather holds pick-up would be moving inside. Greg anticipated physical signage and timed reader boards being used to manage patron flow and occupancy limits. The one-way flow of patron traffic would go from the Sixth Street side to the Seventh Street side. A staff member would be present to facilitate patron flow, ensure mask wearing and distancing, and answer brief questions.

Scott asked if masks would be available. Greg affirmed they would. Scott asked if there were plans for temperature checks and hand sanitizer to be used. Greg stated that hand sanitizer would be available and while temperature checks had been discussed at the City level, there were no definitive plans to check temperature at this time. Greg acknowledged that it was possible this might change in the future.

Scott observed that having patrons walk from the Seventh Street exit around the building and back to the Sixth Street side was a long way to walk in winter weather and asked if there was an alternative path that might be possible. Greg said that based on the distancing guidelines for patrons and staff, the physical layout of the building, and the continued need to move materials within the library, there was not a feasible, alternate route.

Greg shared that all of October's programming is Halloween-themed with the intention of making things fun for community members not able to experience Halloween in their regular fashion.

Greg indicated his Director's Report included recent communication from the Library District Advisory Committee (LDAC) Chair.

Greg shared that the recent Nathalia bilingual virtual concert had been viewed 380 times and had been used as a curriculum component by Jennings Lodge Elementary School. Greg stated he was pleased with the synergy as the library has an ongoing goal of working closely with the Oregon City School District.

Larry Osborne stated his appreciation for the positively worded closure signage.

Scott asked if there had been any consideration about implementing holds pick-ups without appointments. Greg responded that it had been discussed but ultimately the Library had decided to keep to appointment-based hold pick-ups. Greg explained that given the building's layout and physical distancing requirements, appointment-based hold pick-ups offered the smoothest, safest delivery of service to the largest number of patrons possible.

Scott asked if three pick-up stations were still going to be possible in the indoor model. Greg affirmed that there would be at least three pick-up stations inside and shared that staff were evaluating options to roll out increased services using additional tables. These services included printing services, book bundles, and possibly additional holds pick-up stations.

Nick inquired about the general state of Library finances. Greg responded that there was nothing he currently saw on either the expense or revenue side of library finances that caused him great concern. Greg stated that many of the library's COVID-19-related expenditures to date qualified for CARES act reimbursement. The library's total reimbursements to date were estimated to be in the \$60,000-\$70,000 range, including reimbursement of some staff time.

Greg acknowledged that the big unknown in the financial situation was future property tax revenue, and that he anticipated information on collections and delinquencies would be available in the next month or two. Greg shared that the City's budget process would start in January and that there would be discussion with the Board regarding budget requests.

5. Public Comments: none

6. Library Materials Handling Updates:

Greg shared that through early September, LINCC libraries had been quarantining library items for six days in accordance with guidance provided by the REALM study and June guidance from the State Library of Oregon. Greg stated that on October 5, the State Library released new guidance indicating that a 24-hour quarantine would be sufficient based on the Oregon Health Authority's

(OHA) review. Greg noted that two days later, a study was released from Australia indicated continued detectable viral presence after 28 days at 68 degree. Greg acknowledged that he personally was not comfortable with a 24-hour quarantine period. Greg asked the Board for their thoughts.

Cynthia stated she supported keeping an extended quarantine period of materials. Cynthia cited the results of the REALM studies, the lack of clarity surrounding OHA's decision to disregard REALM studies, the potential for politics to influence the decision, that OHA did not set state or local library policy, and caution for staff and patron health. Cynthia pointed out that demand for public library materials are generally not extremely time-sensitive and that longer quarantine periods had not disrupted the patron experience or operational ability to function.

Scott stated that there had been no evidence of political pressure influencing the policy change at OHA and that the REALM study did not represent real world conditions and that the amount of virus applied to the test objects exceeded the amount of virus that would be transferred in a coughing situation.

Nick asked what other library directors and county required.

Greg stated that County required at least a 24-hour quarantine, that seven or eight LINCC libraries had gone to 24-hour quarantine and others were considering it. Greg stated that Washington County had gone to 24-hour quarantine and that while Multnomah Libraries were displaying a 96-hour quarantine, they might be considering a 72-hour quarantine. Greg stated that he was on a webinar put on by REALM with library directors from all over the United States and that reported quarantine times mostly fell between three and seven days.

Cynthia stated that Scott raised a valid point that the REALM study was not representative of likely virus concentration and reiterated that she felt a longer quarantine period was needed out of caution and staff safety.

Greg reiterated a preference and recommendation for a 72-hour quarantine, citing concern for staff safety due to the hundreds of items handled daily by staff and the evidence that viral load exposure is cumulative.

Nick asked for clarification about the quarantine period in this situation. Greg stated that items directly returned to Oregon City Library would be held for 72 hours before being handled. For items arriving at Oregon City Library by courier, they would spend an additional day in quarantine at Oregon City Library as they would have spent 24 hours in quarantine at their previous library and 24 hours at the courier.

Larry asked if two streams of incoming items would cause inefficiency. Greg stated that it should not; staff had already developed and been utilizing procedures to manage materials flow, including dated signage. Larry stated that it seemed reasonable.

Scott asked if there had been any confirmed cases of transmission from library materials. Greg stated that he was not aware of any documented cases. Scott asked if LINCC wide if there had been any staff cases. Greg stated that he understood there had been cities in Clackamas County with COVID-19 cases on staff, but the exact city or position of those infected had not been shared. Greg stated that there had not been any Oregon City library cases and that he had not seen any public information tracing cases back to a library.

Nick asked for clarification as to Greg's thoughts. Greg stated that he was planning on going forward with a 72-hour quarantine and that he wanted to let the Board know that this would likely be different than other LINCC libraries. Greg acknowledged that there were different perspectives among the Board members, and that he felt it was important to have this discussion with the Library Board.

Larry Osborne made a motion to support Greg Williams in implementing a 72-hour quarantine period. Cynthia Andrews seconded the motion. Larry Osborne, Cynthia Andrews, Nick Dierckman, Scott Edwards, and Kari Linder voted aye. The motion carried.

7. Communications:

Nick stated that LDAC had not met and that the information Greg included in the report was the last update. Nick said there had been some talk of a Zoom meeting, but that it had not solidified.

Cynthia reported that the Library Foundation met last month and would not meet this month. Cynthia stated that the Foundation had set a goal to develop a partnership with the Oregon City Schools Foundation to manage and support the Dolly Parton Imagination Library. A draft agreement is being worked on. The Library Foundation was also working to expand and diversify the Foundation Board and was currently reaching out to potential new members.

Greg shared that the Friends of the Library approved two requests for funding, 1) a contribution to Ermatinger House in recognition of the Halloween library program presented by Commissioner Rocky Smith, and 2) \$1,200 to fund the first year of the Library's subscription (with other LINCC libraries) to the New York Times online. The Friends onboarded new volunteers and anticipate a half off day for Friends members on Saturday, October 24 with the hope that this becomes a monthly event.

8. Future Agenda Items:

Scott asked if the Library Board's next meeting was going to be on the usual second Wednesday, as November 11 was Veteran's Day. Greg offered the option of a different meeting day. There was consensus that a poll would be sent out to determine the best time to meet.

9. Adjournment:

The meeting adjourned at 6:45 PM.