



City of Oregon City

Meeting Minutes

Library Board

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

Wednesday, September 9, 2020

Online via Zoom

5:30 PM

1. Call to Order- Scott Edwards called the meeting to order at 5:32 pm.

Members Present: Ken Hall, Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, and Scott Edwards

Members Absent: Kari Linder

Staff Present: Gregory Williams, Library Director, and Denise Butcher, Library Operations Manager represented the Library staff.

2. Approval of Minutes

David Goldberg motioned to approve the minutes from the Library Board's August 12, 2020 meeting with no changes. Cynthia Andrews seconded the motion. Ken Hall, Larry Osborne, Cynthia Andrews, David Goldberg, Nick Dierckman, and Scott Edwards all voted aye. The motion carried.

3. Library Director's Report

Greg Williams apologized for not sending the Director's Report in advance and had just sent it to the Board. Greg shared his screen to cover highlights of the report. These highlights included a letter from the Rose City Romance Writers in appreciation of a presentation by Librarian Barratt Miller.

Greg shared photos of the new 6th Street bookdrop and reported that the increased capacity it provided allowed for 24/7 deposits of library materials. Additionally, the new bookdrop created enough capacity that staff no longer needed to empty it over the course of a three-day weekend.

Greg presented photos of a painting now on display in the Carnegie section of the library. Previously, the painting of Native Americans and pioneers had been installed at the courtroom but would not have been publicly viewable in the new Justice Facility once the courtroom moved.

Greg shared that based on the success of the Take and Make Craft Kits (introduced during Summer Reading), additional kits were being created for four target audiences: adults, adults with disabilities, children, and teens. The kits could be picked up during a holds appointment or mailed to a patron's house. As most of the 30 Children's kits had been claimed during the first ten hours of availability, twice as many kits will be made next month.

Greg said that new Readers' Advisory tools had gone live, including resource lists for parents, educators, and students, and a webform for patron to request individualized reading recommendations.

Greg stated that all LINCC libraries had agreed to a 28-day circulation period of all materials as well as going fine free for the rest of 2020. Additionally, the number of holds most patrons can have was increased from 15 to 40.

Scott Edwards expressed support for these changes and asked if there was a way that holds awaiting pick up could not be counted as part of a patron's total holds because holds sometimes arrive in clusters but patrons may not be able to pick them up for a while. Until they are checked out, those holds count towards the total number of holds patrons can place. Greg thought the increase in holds would help to minimize the impact of this situation and indicated he would look into the system set up as he did not have precise answers to this at that time.

Cynthia Andrews asked if materials were being returned on a satisfactory timeline. Greg responded that he was happy with the rate and timeline of return.

Greg shared positive patron feedback about current library services.

Greg highlighted the data from five months of library statistics and explained that although most of the categories were very similar, he had automated the process that tabulated the statistics and focused on a few metrics that he thought would provide a more useful view of library operations. Greg invited feedback for the new way the statistics were presented.

Greg shared that the circulation number currently presented, first time circulation, measures only the first time a patron checks out an item and not any subsequent renewals of the item. Greg thought presenting this statistic provided additional insight into patron use of library materials.

Greg stated that the holds numbers had been changed from the specific numbers of items to a ratio expressing the relationship between the number of holds Oregon City Public Library (OCPL) filled for other libraries and the number of OCPL holds that were filled by other libraries. The desired ratio is 50:50 and in August OCPL was very close to that.

Greg said that he had changed the patron demographic data to compare the breakdown of the month's borrowers vs the breakdown of the entire service area. Greg stated that he felt that this was a better snapshot to see if the library was serving patrons in a way that corresponded with overall service area demographics.

Nick Dierckman asked for clarification on how the demographic breakdown was presented and how it might be used. Greg explained that for each month, the percentage of library users from Oregon City and/or the unincorporated areas could be compared to the overall City/unincorporated population percentages within the library service area.

Greg shared some social media statistics and included the new Hootsuite social media report. Nick asked if the scale of the data might be reduced to the 10 or so most significant metrics as the amount of data on the Hootsuite report was overwhelming. Greg thanked Nick for the feedback and stated that he would refine the report for next month.

Greg shared that he had made the scope of the existing financial report broader and less focused on highly specific revenue sources to provide a better overall view of the library's financial situation, with regard to the library's expenditures and revenue. Nick expressed support of the broader view.

Greg stated that the programming numbers for August were forthcoming and that all programming numbers were for virtual programs. The calculation of these was still under construction and Greg was investigating State Library guidance for how to report these.

There was no meeting room data as the public was still not able to be inside the building. Greg shared that in the future, he expected to change the room statistics from number of individual sessions to the amount of time the rooms were used compared to the amount of time they were available for use.

Greg also anticipated a change to the materials processing statistics. Greg expressed a desire to shift the focus from the number of items added to the collection to a focus on whether added items were of interest to or used by patrons.

Nick expressed support for these changes and surprise that the closure had not driven virtual stats up more. Greg stated that database usage was not historically included in statistics due to difficulty getting uniform statistics, but he would investigate how such data might be included in the future.

Greg shared a document displaying LINCC libraries' holds pick up, phone, and book drop hours. Nick asked if any libraries were allowing patrons inside. Greg answered that Wilsonville allowed patrons inside to pick up holds. Scott expressed support for the expanded hours on Mondays and Thursdays and asked if expanding hours to weekends was a possibility, particularly as a matter of accessibility to patrons in the unincorporated service area. Greg stated that adding weekend hour has been considered, but with the separated circulation teams, weekend coverage presented scheduling challenges and has thus far not been feasible. The addition of weekend hours remained something Greg wanted to reimplement.

4. Public Comments

None submitted.

5. Latest REALM Results and Library Materials Handling Updates

Greg provided a recap of material handling practices. Oregon City Public Library shifted to a six-day quarantine period (processing materials on the 7th day) for returned items due to expanding timelines of virus detection on library materials from REALM Rounds 1-3 as well as for ease of operational logistics. The REALM study is designed to measure detectable levels of the virus that causes COVID-19 on materials commonly found in libraries, archives, and museums. Materials from other libraries were also being quarantined due to inconsistent handling practices across LINCC libraries and a desire to ensure patron safety.

Round four of the REALM testing simulated materials in a stacked configuration, whereas previous rounds had tested items flat and not touching other items. Round four found

detectable levels of virus after six days. As OCPL's quarantine period met this threshold, no changes were made to quarantine duration when these results were released.

After guidance from Clackamas County's Risk Management and Public Health Director, starting Friday, September 11, 2020, all LINCC libraries hold returned items for at least a six-day quarantine and have staff wearing masks while handling materials. As a result, OCPL no longer quarantines items coming from other LINCC libraries.

David Goldberg asked if there had been any staff with COVID-19. Greg responded that there had not been to his knowledge.

Scott asked if there had been any studies that had looked into library material related to disease transmission. Greg stated that to his knowledge there had not been.

6. Plans for Phased Restoration of Library Services

Greg shared with the Board the "Services" component of a living document addressing OCPL's reopening phases and stated that OCPL's reopening plan is tied into the Governor's reopening plan and the City of Oregon City's reopening plan and was based on offering the most services possible in the safest manner. The library's plan covers different types and availability of services based on what is possible under the city and state phases. Greg shared that the biggest upcoming service goal was reinstating public computer use.

Scott expressed thanks for the sharing and content of the document. Cynthia Andrews expressed support for the phases of the plan and the flexibility it offered in case a future reduction of services is necessary.

Scott asked if there were any known cases of library-related COVID-19 outbreaks or any confirmed cases of people contracting COVID-19 from library materials. Greg was unaware of any cases where libraries were a vector of transmission of COVID-19.

7. Communications

Nick shared that he had not heard from LDAC and wondered if Greg had heard anything. Greg stated that all he had heard was that it was on hiatus and did not have a timeline to resume.

Cynthia reported that the Library Foundation met on August 20 and discussed the future role that the Library Foundation should play in managing the Dolly Parton Imagination Library project and explored the possibility of partnering with other organizations and/or volunteers. The Library Foundation and Oregon City Schools Foundation agreed to partner in the delivering of Dolly Parton branded bags of books to newborns at Willamette Hospital, which built on an existing program Oregon City Schools Foundation oversaw. There will be another meeting in September to discuss next steps with the Dolly Parton Imagination Library, Board Membership, and the possible hiring of a part time Administrative Assistant.

Nick asked Cynthia what the enrollment numbers were. Cynthia did not have hard numbers offhand but said they were close to the goal numbers and offered to send the information to him.

Ken Hall was unable to give his report on Friends of the Library due to a dropped connection.

8. Future Agenda Items

David asked if there was a possibility of installing a ballot box at the library. Denise stated that historically OCPL has not had one due to the lack of a place to lock the box when the library was wholly in the Carnegie. Greg offered to look into the matter more.

9. Unfinished or New Business

Greg stated that he was going to the Historic Review Board to ask for approval on the Carl Clapp Memorial.

10. Adjournment

The meeting adjourned at 6:29 pm.