



CITY OF OREGON CITY

LIBRARY BOARD

MINUTES

**Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St,
Oregon City
Meeting
Wednesday, August 30, 2023 at 5:00 PM**

**This meeting will be held online via Zoom; please contact dbutcher@orccity.org
for the meeting link.**

CALL TO ORDER

Chair David Goldberg called the meeting to order at 5:01 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager, were present in person. Aaron Novinger, Technology and Promotions Librarian, Sabrina Tusing, Teen Librarian, and Barratt Miller, Youth Services Librarian, were also present in person.

APPROVAL OF MINUTES

1. Review and approve minutes from the July 26, 2023 Library Board Meeting

Nick Dierckman made a motion to approve the July 26, 2023 Library Board Meeting minutes as submitted. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

DISCUSSION ITEMS

The agenda was modified so discussion items with staff presentation occurred first out of respect for staff time.

2. Teen Advisory Committee (TAC) Bylaws

David Goldberg expressed support of the bylaws as presented.

Sabrina Tusing expressed support of the bylaws as written, noting that the language was sourced from other advisory body bylaws. Sabrina identified officer positions as a priority to provide leadership opportunities. Greg Williams thanked Sabrina for her work.

Heidi Blackwell commented that the program had run well last year and thought that the additional structure provided by the bylaws would be helpful. Heidi suggested adding specific language acknowledging a staff member and Board liaison as non-voting members.

Bill Carton spoke positively about the phrasing, offered typo corrections, and recommended adding publishing minutes to the scribe duties. Sabrina identified the publication of minutes as a staff responsibility and was open to including language that specifically addressed it. Greg also thought that public record law might also have some guidance, clarified that it governed all public meetings regardless of the age of participants, and said he would double check with the City Recorder.

Nick Dierckman asked for clarification as to if the TAC meetings would be public meetings. Sabrina stated that once TAC was recognized as a subcommittee, the meetings were public and followed the same notification process as general Library Board meetings.

Nick asked if the meetings would be available via Zoom. Greg said no, as the Library was following how the City held the Youth Advisory Commission, which were not recorded, streamed, or teleconferenced.

David Goldberg asked about the Young Teen Advisory Committee.

Barratt Miller noted that the needs of the middle schoolers and high schoolers differed and splitting them up allowed for more specialization. Sabrina noted that three 8th graders would remain with the Teen Advisory Committee as they had previously been part of it, but if they wanted to change partway through the term, they could.

Greg confirmed that language concerning Library Board Liaison and Teen Librarian as non-voting members would be added and spelling would be corrected.

Larry Osborne made a motion to accept the bylaws with the noted changes. Lisa Oreskovich seconded the motion. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

3. Collection Development Policy Updates

Greg Williams said he had reworked the policy to include discussed changes for donations, gifts, and the addition of a glossary. Greg said the draft policy had been run by the City Attorney, who was supportive of the policy approaches of linking

policy to Oregon Revised Statute and including staff as a first contact in the reconsideration policy.

Greg mentioned that he had talked with the City Manager and City Attorney, and referenced the American Library Association's recommendations, regarding which body should have ultimate authority over book challenges. The legal concern was that the body with authority to remove items became legally liable for those actions. If the Library Board established that challenged material met collection criteria, the issue would stop there. If the Library Board recommended removing a challenged item from the collection and this decision was different than Staff's recommendation, the issue would elevate to the City Commission for final determination. Greg said this was different from the prior process outlined and expressed a need to explain this.

Bill Carton expressed satisfaction with the 36-month duration of decision.

David Goldberg asked if there had been any challenges. Greg said there were no formal challenges; there had been several discussions with patrons, which Greg thought had been helpful. Barratt Miller stated that her experience was that engaging in conversation with people with concerns led to productive outcomes by hearing people, finding ways to meet patron needs, and identifying gaps in service.

Cynthia Andrews identified the need for a grammatical edit in the gifts and donation section.

Heidi Blackwell suggested language specifying that each item within a list of items would need to be addressed. Greg noted that Step 5 specified that a reconsideration form must be submitted for each item. Heidi thought that was sufficient.

Nick Dierckman asked David and Cynthia if they, as representatives of the unincorporated area, were comfortable with the process given that the City Commission would potentially make final decisions. David was comfortable as such a decision would only be made in the event of disagreement of Staff and Board regarding the removal of library materials.

Bill Carton moved to approve the updated Library Collection Development Policy as submitted with discussed corrections. Larry Osborne seconded. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

Thanks were exchanged between Board and Staff for the work to update the policy. Greg said he would present the new policy to the City Manager for final approval.

4. New Library Website

Greg Williams introduced Aaron Novinger as one of two staff spearheading the new website. David Goldberg asked if the new website would be released in beta for feedback. Aaron said he had not heard of that happening and that would be a City

Information Technology Department decision. Bill Carton expressed a belief that it was currently in beta. Greg said that the link currently in use was considered the beta version, but did not think that any public beta was planned.

Bill said he had explored the link, found a few broken links, and was given incorrect information by the chatbot. Aaron said the chatbot had not been trained. Bill asked if it was a City or Library chatbot; Aaron said it was City's with some customization. Greg said there was a way to customize results for questions asked of the chatbot.

Larry Osborne noted that search results were surprising, as there was no indication the search function was going to return City pages rather than library holdings.

Greg mentioned that the City search bar feature was part of the whole City's website structure, so there was not a way to disable that feature on the Library page.

Cyntha asked if the changes made to the website would incorporate feedback given in the unincorporated survey. Greg expressed optimism and thought that the website company had kept accessibility in mind. Aaron said there would be an accessibility widget and global accessibility settings were present in the back end of the site. Greg thought this version would interact better with screen readers. Cynthia reiterated a hope that the results would be incorporated into the design.

Greg said decreasing the number of layers and making econtent discoverable were goals in-line with the feedback.

Heidi Blackwell asked if the TAC newsletter would be discoverable on the new platform. Greg said that there would be conversations with IT to see what sort of access would be possible and permissible within the design and to non-employees.

Aaron said that the site menu presented was the anticipated final format, with a live date of September 7. Greg noted Parks and Library were the only departments to have their own sites.

Nick Dierckman asked how services were discoverable if one did not already know about them. Greg said the goal of the chatbot was to direct browsers to content based on search input and that certain library offerings could be spotlighted. Aaron said certain offerings could be pinned and the chatbot could be trained.

5. Trail News Distribution Information

David Goldberg recapped that Trail News had been identified as a primary source of library information for residents of the unincorporated service area, but there was confusion as to who was receiving it as it was created for city residents.

Greg Williams said that Staff understanding had been that Trail News was distributed solely to city residents and, in response to the survey results, asked GIS what ZIP codes were part of the service area and found five different ZIP codes.

Greg asked the vendor which ZIP codes received Trail News and found it went to all city routes and PO Boxes in 97045 and 17 of the 21 rural routes in 97045. The routes in 97045 without delivery included an estimated 8,500 people. The reason for lack of delivery on these routes was unclear, but it was speculated that changes in the urban growth boundary may have changed route designations over time. Trail News was not distributed to any other ZIP code.

Greg stated that he had compared USPS route information with GIS data and noted that the overlay was not perfect. Bill Carton asked how Greg obtained the Postal Office data; Greg said there was a website dedicated to direct mail information. Bill asked how the rural route information was obtained; Greg said that was obtained through the distribution vendor based on the routes they were contracted to cover and noted that these could be changed but that would change the cost.

Greg noted that there were rough correlations between a postal route in 97004 and the portion of the service area not receiving Trail News, but there were potential complications. Bill Carton asked if individual households could be addressed. Greg clarified that if individual addresses were obtained, individual mail could be sent at a higher rate. ZIP code 97013 could mostly be covered by adding one route, but there was no way to guarantee that recipients were not part of Canby's service area. Greg noted 97042 presented similar concerns, but for Molalla's service area and similar concerns existed for Estacada's service area.

Greg noted that the City may not wish to continue sending Trail News to unincorporated residents in 97045 as the publication's current funding was from the City and Parks Department. Greg said that the Library was looking into the option of creating a library-specific "mini" Trail News to distribute to rural residents and was waiting for final cost estimates for printing and postage. Greg noted that with the potential to send OCPL info to people outside of OCPL's service area, outreach to the directors of other libraries would be needed in advance of pursuing those options.

Bill asked if other cities used something akin to Trail News. Greg thought West Linn had one for Parks and Rec and the county sent one quarterly. Bill asked if there were any high traffic locations where copies could be left, like the Post Office or Pioneer Center. Aaron Novinger said that the number of extra copies had decreased over the last several years and was not sure where they were distributed. Greg was not certain where they were distributed. Lisa Oreskovich said they were left at Pioneer Center. Bill was in favor of having them put into the Chamber of Commerce, Tourism Office, etc.

David acknowledged that the information was helpful in determining next steps and understanding why Trail News had an unexpectedly outsize effect on informing people in the unincorporated area.

Nick mentioned that the online edition might also be something to pursue as it was updated monthly and available freely online.

LIBRARY DIRECTOR'S REPORT

6. August 2023 Director's Report and Library Statistics

Greg Williams asked for questions regarding the Director's Report and added that there was a new development that a Circulation Coordinator position would be posted due to a staff resignation. There were no questions.

7. Formation of Data Subcommittee

David Goldberg requested volunteers for the Data Subcommittee. Nick Dierckman, Bill Carton, and Larry Osborne volunteered. Greg Williams said he would coordinate meeting times.

PUBLIC COMMENTS

None.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said the letter prepared by LDAC was given to the Library District Board/County Commission and Nick understood that it would be discussed at a meeting in the future. Greg Williams agreed with this and noted that he had heard this would occur sometime after Labor Day.

Teen Advisory Council (TAC)

Heidi Blackwell said that interviews for both committees had happened, as had interview practices sessions. Heidi said the Teen Advisory Committee was full, but the Young Teen Advisory Committee could accommodate more applicants.

Friends of the Library

Larry Osborne said no meeting had taken place this month.

Library Foundation

Cynthia Andrews said no meeting had taken place this month.

David Goldberg said that he, Greg Williams, and Tony Konkol met for the first time since the budget meeting and felt the meeting was productive.

ADJOURNMENT

Chair David Goldberg adjourned the meeting at 6:05 pm.