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

City of Oregon City
Meeting Minutes
Library Board

Wednesday, August 11, 2021 **Online via Zoom** **5:30 PM**

1. **Call to Order:**
   David Goldberg called the meeting to order at 5:30 pm.

   Members Present: Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Larry Osborne, Elizabeth Zinter, Kari Linder, and David Goldberg.

   Staff Present: Greg Williams, Library Director, and Denise Butcher, Library Operations Manager.

2. **Approval of Minutes:**
   Larry Osborne moved to approve the Minutes from the July 14, 2021 Library Board Meeting with no additions or corrections. Cynthia Andrews seconded the motion. Cynthia Andrews, Heidi Blackwell, Nick Dierckman, Larry Osborne, Elizabeth Zinter, Kari Linder, and David Goldberg voted aye. The motion carried.

3. **Library Director's Report:**
   Greg Williams thanked the Board for their thoughtful gift of snacks and card. David Goldberg clarified that he made a spur of the moment purchase of sweets from Sweet Masterpieces, a local vendor, and presented them to the library staff on behalf of the Board, as a thank you for efforts to keep the library as open as possible. David apologized for the surprise and stated that based on prior remarks, he felt that this acknowledgement was in line with the Board's sentiments. Greg reiterated that it was appreciated.

   Greg shared that the anticipated increased circulation and internet usage and visitation came to fruition as library operations returned to normal hours. Greg shared that the current number of visitors was 350-400 people per day, roughly two-thirds of the daily prepandemic numbers. Greg noted reports that some people approaching the building had reversed course when seeing the "masks required" signage.

   Greg stated that going forward he would include statistics on Creative Kits, as the statistics had not been included in prior reports and it was a successful program. In July 255 packets were created and 247 were picked up.

   Greg said that City of Oregon City had implemented a City-wide mask requirement for all people in City buildings, effective August 2, 2021. Greg relayed that the Governor had announced the morning of August 11, 2021 that a statewide mask requirement for all indoor public places and would take effect Friday, August 13, 2021. Greg stated that existing signage would be updated to reflect the new guidance advising masks for people five years of age and up, rather than the previous two years of age and up.

   Greg relayed that the grant application for development of a high low collection submitted to the State Library of Oregon for American Rescue Plan Act funds had been approved. Greg thanked

Larry Osborne for his assistance in the grant application process and noted that only one other Clackamas County Library had been awarded funding.

David Goldberg asked how much was awarded. Greg said $2,200.

Greg shared two patrons had expressed thanks for use of the library's computers as the patrons had been able to apply for and accept employment through their use.

Greg shared the results of the population count done by the Clackamas County Business and Community Services Office. Greg reported that Oregon City's service area was no longer the largest area by population, as Happy Valley exceed Oregon City by 13 people.

Nick Dierckman asked if this report was done every year and if this was the process that determined the fund allocation, as Nick had been under the impression that Census results determined this. Greg confirmed the Business and Community Services Office's numbers were calculated every year and were the basis for the fund distribution. Greg clarified that the Census results were used to adjust boundaries between service areas, based on the Census blocks. Greg provided City vs. Unincorporated population numbers for the service area, noting that City residents were slightly more prevalent.

Greg shared positive patron feedback, shared via Google Review, thanking the library, particularly Katrina, for waiving fines and promoting library access.

David stated that the budget report for the first month was included in the packet and asked for questions. None were voiced.

4. **Public Comments:** none

5. **Discussion Item: Revisions to the Library Board Bylaws**

Greg Williams stated that his intention was to put the proposed revisions in front of the Board, receive feedback, and that a vote was not expected at this session. Greg said that one of his objectives was to create stronger ties between the Library Board and other library advisory groups and create a more direct relationship between the groups.

Greg identified the Teen Advisory Group and Because Accessibility Matters (BAM) Advisory Council as the two groups in question. Greg referenced proposed amendments to the bylaws to make these groups official committees of the Library Board. Greg proposed language in which the Board Chair, with the approval of the Board, could create committees and that these committees could consist of Library Board members, library staff, library users, and members of the general public. If a committee was specifically made of only Library Board members, those appointments would be made solely by the Board Chair. For groups not solely consisting of Library Board Members, those would be recruited and appointed by the Library Director or library staff. A Board Liaison would be appointed and would provide advice and short reports to the Board about the Committee's activities as well as recruiting for these committees. Greg invited feedback and questions.

David Goldberg voiced his thoughts that the proposed changes made governance cleaner but would not change the work that was being done.

Elizabeth Zinter stated that she thought it was a great idea and would bring forward the voice of the people involved.

David stated that he thought the formal recognition of the organizations and the work being done was positive.

Cynthia Andrews stated she approved of the proposed changes to the bylaws and felt they would provide a unified base of support for library efforts and increase the flow of information about these groups' efforts to the Board. It would also allow for the pursuit of the Library Strategic Goals.

Heidi Blackwell asked for more information about the number of current participants of the groups, scope of their involvement, and existing communication with the Library Board. Greg responded that as far as he knew, the only communication was through Greg's communication to the Board via the Director's Report. Greg recognized the communication piece as a place for improvement.

Greg stated that BAM was composed of people who answered a general call out to the community, and some were referred by library staff, and people who indicated interest were invited as well.

Greg said that Teen Advisory Group was geared towards high schoolers and Youth Services staff typically recruited for the Teen Advisory Board through outreach to schools. Although COVID had disrupted much of the routine, the Teen Advisory Board traditionally completed projects, volunteered, and provided feedback on library services. Greg expressed a desire to solicit more library feedback from the Teen Advisory Group in the future.

Cynthia Andrews asked if the proposal had been discussed with the two groups. Greg said that it had not, but he had discussed it with the staff liaisons to the groups, who anticipated a positive reception.

David Goldberg recommended that Greg double check the language of the proposed amendments with the City Attorney to ensure that everything was phrased correctly and to bring the changes back to the Board for approval.

Nick Dierckman acknowledged that he was on BAM and stated that in addition to work recognizing and accommodating people with disabilities within the library, he thought that the BAM group could apply their work across the City. Nick referenced meeting guidelines developed by BAM that could be applied to other City functions.

Nick asked for clarification that these would be called committees and not boards. Greg said he would check with the City Recorder about the details of naming and would prefer a wording of committee and avoiding advisory in the title. Nick expressed support for the use of the term committees.

Cynthia asked if the Board Chair's position description would need to be updated to reflect the changes of the bylaws.

Greg said that he had changed the Chair's responsibilities, outlined in paragraph three of the bylaws, to reflect the proposed changes and that was the only place he was aware that the responsibilities were listed.

6. Discussion Item: Use of the Conference Room

David Goldberg stated that in reading the updated policy, it sounded like people with extreme views could book the room and that would be ok so long as they followed library policy. Greg Williams agreed with that reading.

Greg stated that his legal understanding was that it was problematic to apply content filters to a limited public forum in a publicly funded resource. David agreed. Greg acknowledged that there would be a policy difference between a closed-door meeting in the Conference Room and a membership drive in the Community Room.

Larry Osborne pointed out that the updated policy was consistent with the American Library Association's (ALA) stance.

Greg acknowledged the philosophical complexity of the competing library values of neutrality and promoting free speech with groups that participate in hate speech using library spaces.

Greg summarized that the conference room policy revision was prompted by the restructure of the staff space and the need to reevaluate the use of existing space. As a result of these changes, the Conference Room became the sole small bookable meeting space. Greg had asked staff for feedback about bookable rooms and incorporated that into the new policy.

Greg identified the largest policy change as adding an online reservation system that did not require staff intervention to create a reservation. The requirement for appointment makers to have a current library card was consistent with past policy.

Heidi Blackwell asked if there was a timeline for conference room reopening. Greg said reopening was COVID dependent and he would prefer to not make something available only to revoke it a few weeks later if conditions changed.

Greg said the system would automatically cancel reservations if the reservation maker did not check in within fifteen minutes of the reservation's start time. This feature would alleviate staff time spent managing appointments. Priority would still be given to library programing.

Greg shared that business users sometimes created challenges for the space. Greg clarified that everyone should have the opportunity to use the room for three hours per week and that if business was conducted, the business conductor should make the reservations, not clients of the business. Additionally, the library would reserve the right to verify a business license because, per Municipal Code, business conducted within City limits required a license.

The proposed changes would allow room users to book reservations up to one month in advance, rather than the six months under the previous policy.

Cynthia Andrews suggested creating an internal policy to account for conflicts of opinion and objections to other groups' reservations in order to protect frontline staff, particularly as it concerned room reservation. Cynthia suggested creating materials to share with objecting patrons, possibly a reference to ALA stance on meeting room use. Greg said that was something that could be done.

David Goldberg expressed surprise that business use of the conference room came up and asked if that had been an issue. Greg explained that it had, particularly with business individuals having clients book the room and having multiple clients in a day.

David asked if any members had any concerns or questions and questioned if Board voting was needed on the matter.

Greg stated that since it was a matter of policy, the Board would need to vote on it before it was sent on to the City Councilor to be signed.

Heidi mentioned in chat that the community room was needed as public meeting spaces were limited. Greg acknowledged that there was limited community space, this was something that Greg had discussed with department directors, and that although not currently available due to COVID restrictions, there were forthcoming community meeting spaces in the Police Station and possibly in

City Hall.

Heidi stated that there were groups and individuals who could not make reservations with the City for parks due to prior incidents in parks. Greg stated that if equivalent violent behavior had happened in the library, the library would have a case to keep the person from room reservations. Greg acknowledged that the Parks code may have different or additional rules and procedures which allowed them to deny reservations at a different threshold than the library.

Nick Dierckman asked if the criteria for use of Conference Room and Community Room were the same. Greg asked Denise Butcher to clarify.

Denise Butcher stated there were differences. The use of the Community Room was limited to use by nonprofit community organizations, departments, and the library and that for profit organizations could not use it.

Greg mentioned that business license fees were intended to offset the additional demand businesses put on City services by putting more money in the General Fund, from which the library received funds. Greg said that it seemed that inconsistency in policies between the two rooms was deliberate in order to provide businesses with services in recognition of their licenses.

7. Discussion Item: Strategic Plan Revisions

David Goldberg suggested that instead of a Board Meeting on September 8, 2021, that a work session be held in order to begin discussion about the Strategic Plan. David stated that the Library Board needed to have nine public meetings per year. David asked if work sessions were public meetings. Greg Williams responded that they were not. There were no objections to the work session.

Greg stated he would set up the work session. Greg shared that there were two reasons for the strategic plan discussion: the world changed substantially since the last Strategic Plan was created and Greg wanted to focus on high level goals and measurable steps needed to pursue these goals. Greg reflected that the existing Strategic Plan had a great deal of content that, while important, might be a better fit in other documents. Greg expressed a wish to revisit the document with the Board.

David pointed out that neither Greg or David were involved in the current Strategic Plan's creation and said that he respected and recognized the time and resources that creating the document took. David stated that he shared Greg's reasons for revisiting the plan.

Cynthia Andrews shared that although she had not been part of creating the last plan, she had a professional background in strategic plans and felt that the current one had material that would be better placed in an operational manual. Cynthia recognized the importance of both operational documents and strategic plans to an organization and thought they should be separated.

Larry Osborne stated that he had voiced similar observations during the beginning of the current Strategic Plan and had been outvoiced.

Cynthia stated that she was appreciative of the Board's view of the Strategic Plan as a living document and felt the Board would be helpful adapting the document to fit changing circumstances.

David affirmed that the next meeting would be a work session in a series of work sessions.

8. **Communications:**

Library Foundation
Cynthia Andrews shared that the Foundation made the decision to sunset the operation of the Dolly Parton Imagination Library as the success of the program had outpaced the ability to guarantee Foundation funding given ongoing COVID related uncertainty around fundraising events. This decision caused the Foundation to reexamine what they wanted to accomplish and how they anticipated furthering the Strategic Plan objective of developing young readers. After discussion with Barratt Miller, Youth Services Librarian, the Foundation decided that the 1000 Books before Kindergarten program was a better fit as it used technology and resources which the library already owned.

Cynthia relayed that the August Foundation meeting had been cancelled due to members' vacations.

Cynthia stated that new registrations for the Dolly Parton Imagination Library were closed. Children already enrolled in the program would continue to be supported until they aged out of the program at age five. Cynthia anticipated a multi platformed approach to sharing information about the 1000 Books Before Kindergarten project with the public and anticipated the new program would support readers, parents of readers, and library staff at a higher level.

David Goldberg expressed interested in hearing more details of the 1000 Books Before Kindergarten.

Cynthia shared that inaccurate population data was given to the Foundation when in the planning and financial projection stages of the Dolly Parton Imagination Library. Cynthia mentioned that the Foundation was interested in continuing to work with other organizations, as they had begun building a partnership with Oregon City Schools Foundation. Cynthia anticipated involving them and others in the new project.

Library District Advisory Committee (LDAC)
No report.

Friends of the Library
Larry Osborne reported that at that day's meeting the Friends had voted to provide the members of the Elevated Readers Book Club with three dollar coupons. Larry recognized the continuing support the Friends showed.

9. **Future Agenda Items:**
A work session focused on the Strategic Plan would be held in lieu of the September regular meeting.

10. **Adjournment:**
The meeting adjourned at 6:37 PM.