City of Oregon City
Meeting Minutes
Library Board

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

Wednesday, April 14, 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, Nick Dierckman, Larry Osborne, Kari Linder, David Goldberg, Heidi Blackwell.

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

2. **Approval of Minutes:**
   Nick Dierckman motioned to approve the minutes from the Library Board's March 10, 2021 meeting as presented. Cynthia Andrews seconded the motion. Cynthia Andrews, Nick Dierckman, Larry Osborne, Kari Linder, and David Goldberg all voted aye. The motion carried.

3. **Library Director's Report:**
   Greg Williams highlighted contents from the Director's Report and invited questions.

   Greg spoke of librarian Jen Giovanetti's preconference presentation at Oregon Library Association on the topic of supporting the disability community in a library setting. Jen's presentation focused on the Because Accessibility Matters (BAM) activities she implements at the Oregon City Public Library (OCPL).

   Greg shared that two library teams won the two top scores of a citywide trivia event and Greg was pleased with this.

   Greg provided an update to a previous item--rather than adding one rail to the exterior stairs, five rails would be added to prevent damage from skateboarding. Nick Dierckman shared the thought that the additional rails would help visually define the stairs for people with low visibility.

   Greg reported that the Rain or Shine Challenge had concluded, with nearly 200 participants, and 800 completed activities. Greg shared that the most popular activity was a tie between reading a new book and visiting a park and that overall, more Parks activities had been completed. Greg expressed hope that the partnership would continue in the future.

   Greg shared information about the library's "Read for a Welcoming World" program, which was designed to support local schools' efforts to certify as a No Place for Hate campus, a designation certified by the Anti-Defamation League. The qualification for this certification was the completion of three activities. Greg noted that in a time of COVID these could be a challenge for schools to provide, so the library had stepped in to create an activity that schools could easily implement. "Read for a Welcoming World" features a video addressing how books can build empathy, provides reading recommendations, and encourages participants to create written and artistic reactions. Greg recognized librarian Barrett Miller's and Heidi Blackwell's efforts towards this program and recognized the challenge of creating video content that appealed to kindergarteners through twelfth graders.

Greg stated that starting Monday, April 19 holds were moving from appointment-based to self-serve pick up. Capacity would be limited to four patrons in the holds room, plus one staff member and that people counters would assist in maintaining these numbers. DVDs were removed from this room to facilitate distancing.

Greg shared a desire to take this time to prepare the facility for long term operational activity, particularly planning for continuity of services in the event physical distancing might be needed again. Greg said this would necessitate moving things around and committed to keep the Board informed of contemplated changes, and to provide opportunities for feedback and discussion.

4. **Public Comments:** none

5. **Discussion Items:**
Repurposing of small meeting room

Greg reported that the existing staff area in the basement did not have capacity to accommodate all staff in a safe and distanced manner, leading to the need to move a staff member's workstation out of that area. Around the same time, the City's 2020 community survey results came in and indicated community desire for more focus on the needs of teen patrons. These two imperatives led to the relocation of the Teen Services Specialist's office from the basement to the small meeting room, which is located just off the teen section; and Greg shared his goal of making this a permanent move. Greg shared some data showing that this room had been reserved (on average) between two and three times per day during pre-COVID times and acknowledged that converting the room to a staff space would take away from reservable study space in the library. Greg conveyed he believed the advantages of bringing teen patrons in closer contact with Teen staff outweighed the disadvantages of losing some reservable study space, and shared that he believed alternate space for quiet study could be made available in the building.

David Goldberg stated support for the relocation for the purposes of engaging teen patrons and recognized that taking away a public space created the need to find a replacement area to provide similar services.

Cynthia Andrews commended the library staff for their flexibility and for using data to make decisions. Cynthia recognized that removing the room from public use would take away from the public's use of the library but that ultimately serving community teens filled another public use that had more impact.

Nick Dierckman inquired about the status of the 3D printer that was originally intended for the makerspace. Greg stated that it had gotten no use in the last year and shared that a second one had been acquired. Denise clarified that Aaron had obtained the second 3D printer for free. Greg shared the belief that the library's 3D printer was a gateway model to get people interested but it would not approach the level of the printer that Clackamas Community College had. Greg anticipated that it would get some use in the teen office.

Denise offered context that prior to COVID closure the printer had never been used by the public, but staff had used it to make giveaway items. There was consensus that the machine might get more use in the teen office.

David asked what the next COVID step would be. Greg provided an estimated timeline for reopening services in the packet. Greg reiterated that the twin guides of this process were safety and long-term adjustment. The next anticipated service was computer use, followed by browsing. New technology would allow for more than one staff member to assist remotely with patron computer questions. Greg anticipated this service beginning in May. Greg estimated that in a browsing service model, at current risk levels, approximately 30 people could in the building at once and some sort of visitor direction would be needed to maintain distancing of those people.

Greg shared that Adult DVDs would likely not return to the area where the collection previously resided, since doing so would mean three very high traffic activities (hold pickups, materials return, and Adult DVD browsing) would be happening in a very small space. Instead, Greg envisioned that room being a place for grab and go services; item returns, holds pickups, popular item pickup, and service and information flyer distribution. Greg anticipated moving the DVDs upstairs to the place previously occupied by the computer lab and potentially rearranging some of the existing collections. Greg anticipated moving the computers in to the Carnegie room. Greg foresaw potential community concern and feedback on the matter, as this change would likely impact the lounging and gathering areas. Greg said that moving the computers to Carnegie would, however, offer distinct advantages, including being able to minimize disruption caused when behavior issues in the public computer areas arose.

6. Communications:

Library Foundation
Cynthia Andrews reported that April's meeting had been postponed until May and that she did not have anything new to report.

Library District Advisory Committee (LDAC)
Nick Dierckman shared that LDAC met in March and reviewed a survey concerning how to best conduct meetings and go forward. Nick said that he would have more to report after the next meeting, possibly in June.

Friends of the Library
Greg said he had talked with Friends about possibly changing their meeting day to permit Kari to attend, but with the schedules of the Friends Board, this was proving challenging. Larry Osborne offered to be liaison if Kari could not make it. Greg shared that Friends were anticipating opening Tuesdays starting in May and opening on Saturdays starting in June as more volunteers would be vaccinated. Greg reported that the Friends were doing well financially even with limited hours.

David asked how vaccines were going. Greg said he anticipated that most library staff would be fully vaccinated and be out of the waiting period by late May.

7. Future Agenda Items:
David Goldberg wanted to discuss outreach and accessibility opportunities and see where the Board members' interests lay. David said he would send emails individually to the Board members. David also encouraged the Board to reach out with other items or ideas that they wanted to see staff enact so that those could be communicated.

Nick asked after the state of the budget, specifically if the library still received a general fund contribution. Greg said that the budget was under review and promised to share the budget once it was published but that he anticipated the budget would include a general fund contribution. Greg offered to have a special work session to go over the finalized budget. Greg reported being pleased with the budget, particularly regarding appropriate capital reserves and that staffing levels were able to be maintained.

David welcomed Heidi Blackwell to the meeting. Heidi apologized for being late, but she had had a scheduling conflict. Heidi shared her efforts to bring No Place for Hate to schools to create more safe and welcoming school environments and shared her collaboration with Library staff on the "Read for a Welcoming World" program. Heidi recognized that having a library create these activities was unique. Greg thanked Heidi for her efforts.

Nick recognized the collaboration and teamwork between OCPL and Oregon City School District over the past year and the community value the partnership created. David added the partnership with Clackamas Community College had also been beneficial.

8. Adjournment:
The meeting adjourned at 6:20 PM.