



CITY OF OREGON CITY LIBRARY BOARD MINUTES

Virtual Meeting
Wednesday, April 13, 2022 at 5:30 PM

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

CALL TO ORDER

David Goldberg called the meeting to order at 5:42 pm.

ROLL CALL

Members Present: David Goldberg, Nick Dierckman, Larry Osborne, Kari Linder, and Cynthia Andrews were present.

It was noted that Heidi Blackwell had an excused absence; it was expected that Liz Zinter's attendance would be delayed due to technology issues.

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

LIBRARY DIRECTOR'S REPORT

1. Greg Williams shared a comparison of March 2022 statistics and March 2019 statistics, as that was the most recent "normal" (non-COVID) March available. Greg said the difference in circulation and library card levels indicated the current numbers were down 20% compared to preclosing levels. Greg said that foot traffic was down 75% compared to the 2019 numbers and noted that the 2019 numbers were inaccurate, possibly up to being double counted. Greg shared an adjusted comparison and thought that foot traffic being down closer to 50% from 2019 seemed more accurate.

Nick Dierckman expressed appreciation for the 2019 comparison and noted that statistics were trending up within 2022 and suggested that month over month trends be watched to see when use reached pre closure levels.

David Goldberg noted that the children's and young adult materials circulation had increased incredibly quickly. Nick said that adults might be accessing media in different, non-library ways.

Greg shared that decreased circulation and visitors was an industry-wide trend.

Nick suggested another review of the current and pre-pandemic statistics again, perhaps in three months, but did not think monthly comparisons were necessary.

Greg shared that the social media statistics were up as anticipated, particularly views on YouTube.

Cynthia Andrews stated she had noticed the Library Safety Specialist position opened and asked what that entailed. Greg stated that the position would be a library staff member with additional skill sets and training to help manage patron behavior and safety concerns and liaise with other departments about community safety. Greg stated that this would not be a sworn or uniformed position and would be a specialized library position in the same way the Library Technology Specialist position was specialized.

David asked if this was an FTE approved during the budget process. Greg confirmed that it was.

Greg shared that today marked the first in-person storytime in two years and it was a grand occasion. David spoke positively about the preparation of the Community Room to receive the public.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

2. Library District Advisory Committee (LDAC) Annual Progress Report for FY 20/21

David Goldberg shared that the LDAC report was included for the Library Board's reference. Nick Dierckman said that the report was used within LDAC for comparison between libraries in the district and anticipated future LDAC discussions about it. David anticipated it being a helpful source of information at upcoming budget sessions.

Cynthia Andrews asked when the question regarding the review of Oregon Library Association's (OLA) standards might be completed because the response had been no for the current and previous year.

Greg Williams stated that an OLA standards review was on the list for future discussions, and that Greg could prioritize it if the Library Board wished. Greg stated that OLA's standards had recently been updated and offered to go over this aspect of the report at a later time. Greg expressed hope to have it completed before the next LDAC report.

Nick asked if the report was required from the state. Greg said it was not currently and the only requirement by the state was the annual statistical report to the State Library. Greg stated that there might be changes to the requirement standards, but at present

the Public Library Division (PLD) standards of OLA were voluntary tools to self-evaluate, to compare libraries, and to communicate with funders and stakeholders.

Cynthia thanked Greg for his response.

David asked if the report had been submitted. Greg stated it had not been and requested that the Board recognize it and note any concerns that they might have with it.

Cynthia made a motion to approve and accept the LDAC annual progress report as submitted. Larry Osborne seconded the motion. Cynthia Andrews, Larry Osborne, David Goldberg, Nick Dierckman, and Kari Linder voted aye. The motion carried.

3. Revisions to Conference Room Use Policy

David Goldberg stated that since the policy came into contact with the public, the Board needed to approve the changed policy for it to take effect.

Greg Williams stated that if the Board approved this, the next step would be to take the updated policy to the City Manager for approval.

David asked if Greg anticipated any negative feedback based on the changes. Greg said the largest change was the reduction of the room booking window from six months in advance to 30 days and thought there could be some dissatisfaction with that. Greg stated that if the shortened reservation window became an issue it could be changed. Greg asked Denise Butcher if she anticipated any other dissatisfaction. She said no. Greg also said that the policy clarified that if a business signs up for space, the reservation must be in the name of the business and that businesses were subject to the same weekly limits as individuals.

David asked if there were any questions; there were none.

Nick Dierckman made a motion to accept the Conference Room policy updates as submitted. Cynthia Andrews seconded the motion. Nick Dierckman, Cynthia Andrews, David Goldberg, Larry Osborne, and Kari Linder voted aye. The motion carried.

4. Designation of B.A.M. Advisory Council as a Library Board Committee

David Goldberg contextualized that this topic was a result of the bylaws change to modify B.A.M.'s position to report to the Board while not altering the charter or objectives of the existing Council.

Nick Dierckman made a motion to accept the designation of B.A.M. as a Library Board Committee. Larry Osborne seconded the motion. Nick Dierckman, Larry Osborne, David Goldberg, Cynthia Andrews, and Kari Linder voted aye. The motion carried.

Greg Williams stated that by the bylaws, Chair Goldberg had the power to nominate the liaison.

David nominated Nick Dierckman as the B.A.M. liaison and thanked Nick for his work with the group in the past and beseeched Nick to thank the members on behalf of the Board.

Greg shared that he planned to bring a similar proposal for Teen Advisory Group (T.A.G.) to the next meeting and would be in discussion with the group about the finer points.

5. Strategic Plan Revisions

David Goldberg noted that he was switching the order of agenda items “Strategic Plan Revisions” and “Future Library Board Meeting Schedule and Format” as the strategic plan had been on the agenda several times but never formally voted on. David asked if there were any questions about the strategic plan; there were none.

Larry Osborne made a motion to accept the revisions to the strategic plan. Cynthia Andrews and Nick Dierckman seconded the motion in tandem. Larry Osborne, Cynthia Andrews, Nick Dierckman, David Goldberg, and Kari Linder voted aye. The motion carried.

David said the next step was to empower staff to develop the tactical plan to realize the strategic plan. David stated that he and Cynthia would be working on it, staff would be involved, and invited any interested board members to join.

6. Future Library Board Meeting Schedule and Format

David Goldberg referenced a list of topics Greg Williams had put forward to be addressed in future meetings. Greg articulated that this list was intended to capture important topics for prioritization over the span of several meetings.

David expressed a belief that outreach to the unincorporated service area to be high priority and said that he would reach out as Library Board Chair to people and organizations Greg had identified. Individualized outreach to unincorporated area individuals was in the planning stage to see what the needs and wants of unincorporated residents.

Nick Dierckman floated the idea of developing an Outreach Committee in the future and having a special session where community members had an opportunity to directly talk about what they would like from the library. Greg spoke in favor of the idea of a specialized outreach committee and indicated that the County Planning Organizations (CPOs) might be good starting points for outreach to unincorporated areas. Nick indicated interest. David invited all board members to reach out to him if interested.

Cynthia Andrews asked about the change in meeting schedule and format. Greg said that he sent a three-question poll concerning potentially moving meeting weeks to the fourth Wednesday, meeting in person, and asking what the ideal meeting time would be. Greg stated that moving the meeting to the fourth Wednesday would allow information from other meetings in the first part of the month to be included in the Library Board packet. Greg clarified that a hybrid meeting option would be possible although details about logistics in City Hall needed to be finalized.

David asked if anyone had objections to moving the meetings to the fourth Wednesday, starting in May. None were voiced. David proposed a hybrid meeting for May. General discussion of meeting times happened and 5:00pm was decided for the May meeting.

Kari Linder asked if the meeting could take place at the library. Greg stated that Library Board bylaws stated that the meeting could take place at a time and place of the Board's choosing. Greg stated that he needed to explore the logistics of recording and broadcast expectations. Kari said that broadcasting could happen if the broadcaster was invited to the Zoom meeting.

Greg stated he would reach out to Willamette Falls to determine broadcast standards. Greg asked if there was a preference for meeting at the library or City Hall if the broadcasting worked from either location.

Greg, Kari, David, Larry Osborne expressed preference for the library as a meeting place, as did Nick and Cynthia. There was general agreement that everyone understood technology needs could determine the venue.

Nick asked how the public was made aware of the Zoom link to the meeting. David stated that the public does not get the Zoom link and that they can access it via YouTube. Greg said that the posted agenda says members of the public interested in participating can email Denise to get a link, otherwise the meeting was streamed to YouTube and viewable there.

Kari asked if there was a cut off time for signing up for the Zoom link or if it was available up to the meeting. Denise thought it was noon; Kari noted it was not included on the posting.

Greg said he would bring that up with the City Recorder as he thought there was a City cutoff time for public comment and he recognized the City wanted to keep things consistent.

COMMUNICATIONS

Larry Osborne reported that Friends of the Library had a large inventory of videos they wished to sell. Greg Williams said that Friends have been raising money for a mural

and reached their target of 50 supporters and were proceeding through the City's mural permit process.

Cynthia Andrews reported that the March Library Foundation meeting had been cancelled due to illness, but revisions to the Memorandum of Understanding (MOU) between the Library Foundation and Oregon City Schools Foundation were underway for the next meeting. This MOU would broaden the relationship between the two groups beyond Dolly Parton Imagination Library into future projects. The Foundation had voted to sponsor a book on the forthcoming Friends of the Library mural.

Cynthia shared that the Library Foundation Board wished to increase diversity of the Board and invited anyone who knew anyone interested that might represent diverse aspects of the service area to contact her.

Nick Dierckman reported that there was a Library District Advisory Committee meeting tentatively scheduled for late May meeting to address the LINCC Library Directors Strategic Direction and determine the path of the LDAC subcommittee task force as it had been paused due to COVID.

Greg stated that there would be a Library Directors' retreat to work on LINCC strategic directions document. Greg anticipated sustainable funding and coordinating with LDAC would be topics of focus.

David addressed conversations Greg and David had about the long-term financial stability of the library, the questions raised by the fund balance, discussions with the City Finance Department, and anticipated robust discussions on the matter.

David discussed future bond measures and the importance of that process as the current funding model was unsustainable. Nick stated the lack of sustainable funding was the reason for the task force had three distinct focuses: operations, finance, and governance. David noted concerns about long term permanent funding, lack of benefitted staff, and expressed a desire to use fund balance money wisely.

Nick stated that the fund balance report would come up in LDAC meetings. David noted that that was to be expected given the amount of the fund balance.

FUTURE AGENDA ITEMS

7. Topics discussed for the upcoming meeting included: recognition of the Teen Advisory Group as a Library Board Committee, development of the tactical plan, and development of outreach efforts to residents living in unincorporated areas of the library district.

ADJOURNMENT

The meeting adjourned at 6:28 pm.