CITY OF OREGON CITY
LIBRARY BOARD
REGULAR MEETING MINUTES

Conference Room (2nd Floor), Oregon City Public Library, 606 John Adams St, Oregon City

Meeting

Wednesday, January 31, 2024 at 5:00 PM

Remote attendance for this meeting is available via Zoom; please contact Denise Butcher (dbutcher@orcity.org) for the meeting link.

CALL TO ORDER

David Goldberg called the meeting to order at 5:00 pm.

ROLL CALL

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

Staff Present: Greg Williams, Library Director, Denise Butcher, Library Operations Manager, and Barratt Miller, Youth Services Librarian were present via zoom.

APPROVAL OF THE MINUTES

The approval of the November 29, 2023 Work Session and November 29, 2023 Regular Meeting Minutes was postponed until the following meeting.

1. Annual Officer Elections

David Goldberg identified Chair and Vice Chair as positions in need of filling.

Larry Osborne nominated David Goldberg for Chair. Nick Dierckman seconded the nomination. Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, Lisa Oreskovich, and Larry Osborne voted aye. David Goldberg became Chair.

David Goldberg nominated Cynthia Andrews as Vice Chair. Larry Osborne seconded the nomination. Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. Cynthia Andrews became Vice Chair.

Heidi Blackwell expressed an interest in giving her position as Liaison to the Teen Advisory Committee to a different Board member. Lisa Oreskovich volunteered. David Goldberg asked if there was any opposition to Lisa assuming the role; there was none. David Goldberg appointed Lisa Oreskovich Liaison to the Teen Advisory Committee.

LIBRARY DIRECTOR'S REPORT

2. January 2024 Director's Report and Library Statistics

Greg Williams shared that January marked the first library fund distribution for the year, this initial distribution was higher than anticipated, and County estimates for 2025 were in line with Library budget expectations.

David Goldberg asked what would be needed to use the extra funds. Greg stated that a supplemental budget would be needed and the proportion of the additional funds to the original funds would determine which body heard the request, whether that would be the City Commission or the Budget Committee. Greg identified newly identified elevator repair costs as a potential project in need of funding.

Greg highlighted an Oregon State Library story regarding an unfolding case concerning special tax districts and citizens opting out of paying taxes within that tax district. Larry Osborne noted that it seemed that the opposing parties seemed to have different arguments.

Heidi Blackwell asked about staffing levels. Denise Butcher noted that the biennium budget provided for the creation of four part time Library Assistant II positions, which had been filled, and one full time Youth Services Librarian I position, which was in the interview process. Greg spoke positively to the stability of benefitted staff and expressed a hope that on call positions would be used in a more traditional manner. Greg voiced appreciation for Denise's handling of scheduling, schedule changes, and filling in when positions were not filled.

PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Partnership with Oregon City School District and Clackamas County for the Implementation of a Student Library Card Program

Out of consideration for the presenter's time, this item was presented directly after officer elections. Barratt Miller presented on the Student Library Card Partnership Program and identified the partners as Oregon City Public Library (OCPL), Clackamas County, and Oregon City School District (OCSD). Barratt noted that the project had been started in 2020 and had been paused due to shifting priorities. Barratt said a pilot was scheduled for spring 2024 with anticipated full rollout in fall 2024.

Barratt said beginning with the 2024-2025 school year parents of OCSD students could sign their children up for LINCC library cards during the school registration process. These cards would allow for five items checked out at a time, five holds at a time, no late fees (lost/damage charges would still apply), and full access to the digital collection. The library card would be digital and use the student's ID number as their library card number. The card would be active for 12 months and eligible for renewal during school registration. Card creation and activation would occur annually by December 1.

Barratt estimated the scope of the pilot to be roughly 100 cards. Barratt identified this program as supporting the Strategic Plan Focus of Creating and Supporting Young Readers as well as being a goal on the 2023-25 Tactical Plan. Barratt noted that this program complemented the grant funding for early literacy OCSD had been awarded and supported easy check outs during field trips.

David Goldberg asked how many new cards Barrat would expect the program to create. Barratt said it was unknown given the uncertainty around how many students already had cards and the percentage of parents opting out. Cynthia Andrews asked Barratt if the percentage of sign-ups in Washington and Multnomah counties was known. Barratt said it was not as there was no consistent data due to the differences in the implementation processes.

Bill Carton asked if the digital card would have PINs and how this card type would interact with the self-check machines. Barratt said the card number would be OC and the student's student ID, would be PIN enabled, and the self-check would allow for manual entry of the card for checkout and account purposes.

Bill asked if there was an issue of LINCC items being returned to OCSD and vice versa. Barratt stated LINCC staff ensured the return of mis-returned OCSD materials, and OCSD staff could also reach out to Barratt. Barratt spoke to the consideration of book lockers and return locations' proximity to schools, noted other LINCC libraries had book returns at schools, and thought this might be a viable future option with more staff to service locations.

David Goldberg asked if the permission forms would be multilingual. Barratt said her understanding was that all OCSD paperwork was communicated in preferred language but was uncertain to the level of translation. Barratt said she would bring that up at her next meeting.

Heidi Blackwell shared that there were approximately 7,000 students in OCSD, and reception to Barratt's School Board presentation on the program was positive. Barratt spoke to the importance of expanding language options in digital content. David spoke positively to the progress made. Greg Williams recognized Barratt's work in pursuing and realizing the program due to the involved nature and scope of interorganizational logistics and agreements.

4. FY 23-24 Q2 Tactical Plan Update

Greg Williams identified progress on the Student Library Card initiative, the Books by Mail program due to a $1500 donation from the Oregon City Women's Club, for which Greg expressed appreciation. Smart locker discussions were still in progress at the LINCC cooperative level and Greg anticipated discussing additional next steps February LINCC Director's meeting. Greg anticipated a research trip to examine other libraries' vehicles and indicated he'd send out a scheduling poll.

5. Library District IGA Update

Greg Williams summarized that in August the Library District Advisory Committee wrote the County Commissioners requesting clarification on the permitted usages of district dollars for capital projects and in November the County Commissioners instructed Clackamas County staff to work with each participating city to prepare an amendment the IGA. Greg said there was no specific language to share with the Board at present but he presented several general potential options.

One approach was to include all OLA 2008 capital standards verbatim into the IGA. Greg noted that the existing IGA included these standards by reference. A different approach was to add explicit language permitting use of funds for library building and maintenance to section 2.1 of the IGA. The amendment of the district master order to add inclusive language around use of funds for capital purposes of library facility provision and maintenance was also an option. Greg said that pursuing master order changes would allow for the County Commissioners to complete the process on their own and would not need to be passed by every participating city. A fourth option was to make no changes. Greg did not anticipate this course of action resolving the ongoing questions about permissible fund uses. Greg said the City Managers would be meeting in February to discuss the matter. Greg requested the Board's feedback, questions, and thoughts to be able to relay those to the City Manager.

David Goldberg was in favor of the Board taking a formal position advising changes to the governing documents to explicitly allow Library District funds to be used for Library expenses, including capital needs.

Nick Dierckman, Larry Osborne, and Heidi Blackwell voiced support for language explicitly allowing for using Library District funds on capital expenditures. After Board input and language workshopping, David Goldberg put forth the resolution, "The Oregon City Library Board advises amending either the Master Agreement or the IGAs to explicitly allow the use of District Tax Revenues for capital expenses that serve and promote local library services."

Nick Dierckman made a motion to support the resolution. Larry Osborne seconded the motion.

Cynthia Andrews, Heidi Blackwell, Bill Carton, Nick Dierckman, David Goldberg, Lisa Oreskovich, and Larry Osborne voted aye. The motion carried.

Cynthia inquired about the next steps for the resolution. David stated that the Board's advisory feedback would go to City Manager Tony Konkol.

6. Library Display Policy Discussion

Greg Williams noted that written feedback had been given this past December regarding OCPL's holidays display and while the description of Greg's verbal responses, per written correspondence, was not an accurate account of what Greg had said, the exchange had prompted thought on the lack of formal display policy. Greg included two examples of display policies for reference of different approaches. Greg Williams asked if the Board was supportive of creating a display policy and for general feedback.

Nick Dierckman asked if other display related concerns had been raised during Greg's time. Greg said that a few happened, but none rose to the level of requesting to talk with the Director, and most discussions happened regarding displays in the Children's area. Greg noted that many recent questions were in regard to an absence of Christian materials, and that in libraries the absence of items in displays did not necessarily mean that material was missing from the collection as it often meant they was checked out. Greg asked Denise Butcher if she knew of any complaints preceding him; she did not recall any.

Nick Dierckman stated that he was unaware of any display concerns raising to the level of Board involvement during his time.

Cynthia Andrews supported the creation of a transparent and inclusive display policy that could be clearly communicated to the public.

David Goldberg voiced uncertainty if having a policy would have changed the outcome of the concern but was open to a policy if Staff could craft a concise policy.

Greg said that Staff did not look at displays in isolation, but rather as part of the overall library collection and thought that having a policy that articulated that would be helpful. Greg said that when he has had conversations with people who express concerns, he invites them to attend a Library Board meeting to give public comment; no one yet has attended.

Nick Dierckman asked if there were any internal reviews of materials for display. Greg stated that each department team had discussions about displays, displays were often calendar based, and that while he was not involved with those discussions, he trusted staff judgement and curation.

David suggested that Greg put together a draft policy and bring it to the Board.

Heidi Blackwell suggested reaching out to OCSD's Equity and Belonging Specialist and thought such action would support the tactical plan. Greg said he would reach out to Heidi for more information.

Bill Carton noted the complicated situation of display funding and the possibility of displaying community donated materials. Greg noted that patron-initiated displays would need a different policy and thought finalizing a staff display policy should be prioritized. David supported this.

Nick asked if there were any existing City display policies. Greg said he was not aware of any and given the nature of library displays, it was likely that any other extant policy would not meet Library needs.

COMMUNICATIONS

Library District Advisory Committee (LDAC)

Nick Dierckman said that there was no meeting currently scheduled.

Library Foundation

Cynthia Andrews said the December joint Foundation and Friends of the Library fundraising event went well, with approximately 100 attendees, and a profit for both organizations. Library Foundation elections occurred; Cynthia Andrews became Chair and Karen Martini became Vice Chair and Fundraising Captain. A retreat was planned to vision and goal set and Cynthia anticipated recruiting additional Board members in the near future.

Friends of the Library

Larry Osborne acknowledged Cynthia's report of the joint function, said that Friends did not meet in January, and the December meeting had no reportable actions.

Teen Advisory Committee (TAC)

Heidi Blackwell said TAC was quite active and had been involved in the February displays and creative kits, Lunar New Year Celebration, had begun planning for May the Fourth events, had published a new issue of the Teen Newsletter, were running the teen activity group, and remained excited for their role in updating the teen area.

ADJOURNMENT

David Goldberg adjourned the meeting at 6:08 pm.