CITY OF OREGON CITY
LIBRARY BOARD (INTERVIEW QUESTION SUBCOMMITTEE) AGENDA

Online Meeting (Zoom)
Friday, October 24, 2025 at 2:00 PM

Ways to participate in this public meeting:
- *To request Zoom link for meeting, please email dbutcher@orcity.org.*

1. **CALL TO ORDER AND ROLL CALL**
2. **DISCUSSION ITEMS**
   a. Discuss updates to interview questions for Library Board applicants
3. **ADJOURNMENT**

PUBLIC COMMENT GUIDELINES

When a public comment period is included on a meeting agenda, members of the public are allowed up to three minutes to address the Library Board on any topic. Members of the Library Board do not generally engage in dialogue with those making comments but may refer any questions or issues raised to the Library Director. Any written comments or materials must be provided at least 48 hours prior to the meeting to Denise Butcher, Library Operations Manager (dbutcher@orcity.org, 503-496-1601).

ADA NOTICE

The location is ADA accessible. Individuals requiring hearing devices or other assistance must make their request known 48 hours preceding th meeting by contacting Denise Butcher, Library Operations Manager (dbutcher@orcity.org, 503-496-1601).

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

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

CITY OF OREGON CITY

Staff Report

To:	Library Board	**Agenda Date:**	October 24, 2025
From:	Greg Williams, Library Director		

SUBJECT:
Item 2.a. - Discuss updates to interview questions for Library Board applicants

STAFF RECOMMENDATION:
n/a - Discussion only

EXECUTIVE SUMMARY:
Members of the committee will discuss potential updates to the questions asked of potential Library Board applicants.

BACKGROUND:
Members of the committee will discuss potential updates to the questions asked of potential Library Board applicants. The current questions are included in this packet, along with a draft of some potential updates.

OPTIONS:

BUDGET IMPACT:
n/a - Discussion only

LIBRARY BOARD INTERVIEW QUESTIONS

Thank you for applying to the Library Board! We have about 15 minutes for this interview and your questions.

1. Why do you want to be on the Library Board?

2. What special skills or strengths do you bring to the Library Board?

3. What is the role of the library within the community?

4. What is the role of the Library Board? How do you see yourself best fulfilling that role?

5. Are there specific areas of the library collection which you particularly like to use?

6. How would you help raise awareness about library services, collections, and programs?

7. The Library serves 25,000 residents in unincorporated Clackamas County and the library building is located in the far western portion of its service area. What are some ways the library can provide service to areas some distance from the existing library building?

8. Are you willing to represent the Library Board at public meetings, neighborhood association meeting, budget meetings, and City Commission meetings?

9. The Library Board typically meets on the 4th Wednesday of each month at 5:00 PM. Are you able to attend these meetings (either in-person or via Zoom)?

DRAFT - Interview Question Recommendation for Discussion

10/18/2025

Library Advisory Board Interview Questions

Intro:
Thank you for applying to serve on the Library Advisory Board. We have about 15 minutes for this interview, including time for your questions at the end.

- 1. Motivation

What draws you to serve on the Library Advisory Board, and what perspective or experience do you hope to contribute?
(Keeps the spirit of Q1 & Q2, but focuses more on perspective and community connection.)

- 2. Role and Approach

The Board advises the Library Director on policies, priorities, and community needs. How do you see your role in ensuring those decisions reflect all parts of the library district—both city and unincorporated residents?
(Replaces Q4; ties directly to the unique city–county dynamic.)

- 3. Equity and Inclusion

Libraries aim to be welcoming to everyone. Can you share an example—personal, professional, or observed—of how you've helped make a space, service, or program more inclusive or accessible?
(Centers equity with a practical lens.)

- 4. Technology and Innovation

Technology is changing how people access information and connect with the library. What new tools, programs, or digital services do you think could help bridge gaps for people who don't always have easy access to technology?
(Replaces Q5 & Q7's tone; focuses on digital inclusion.)

- 5. Engagement and Advocacy

What ideas do you have for helping more people discover what the library offers - especially those who don't currently use it or live farther from the building?
(Merges Q6 and Q7 with emphasis on outreach and engagement.)

- 6. Representation and Public Role

Serving on the Library Board sometimes means representing the library at public events or meetings. What's your comfort level with speaking on behalf of the library, and how would you approach that role?
(Keeps intent of Q8 but makes it conversational.)

- 7. Availability and commitment

Board meetings are typically held the 4th Wednesday of each month at 5:00 PM. Do you anticipate being able to attend regularly and stay engaged between meetings?
(Keeps Q9 concise and clear.)

- 8. Applicant's Question

What's one question you have for us about the Library Board or the library's future direction?
(Encourages dialogue, not just assessment.)

Edited and enhanced:

Library Board Interview Questions

City of Oregon City – Library Board Interview

Thank you for applying to serve on the Library Advisory Board. We have about 15 minutes for this interview, including time for your questions at the end.

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1. Motivation and Experience

Please tell us about your current experience as a library user. What draws you to serve on the Library Board, and what perspective, professional, or volunteer experience do you hope to contribute?

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2. Role and Approach

The Board advises the City Commission and Library Director on policies, priorities, and community needs. How do you see your role in ensuring decisions strengthen the community, and reflect all parts of the library district - both city and unincorporated residents of our service area?

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3. Equity and Inclusion

Libraries aim to be welcoming to everyone, no matter their backgrounds or abilities. Can you share an example—personal, professional, or observed—of how you've helped make a space, service, or program more inclusive or accessible? Do you have any thoughts on improving our Library's spaces or program offerings?

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4. Technology and Innovation

Technology is changing how people access information and connect with the library. What new tools, programs, or digital services do you think could help bridge gaps for people who don't always have easy access to technology or traditional reading habits?

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5. Engagement and Advocacy

What ideas do you have for helping more people discover what the library offers - especially those who don't currently use it or live farther from the building?

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6. Representation and Public Role

Serving on the Library Board sometimes means representing the library at public events or meetings. What's your comfort level with speaking on behalf of the library, and how would you approach that role?

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7. Availability and commitment

Board meetings are typically scheduled the 4th Wednesday of each month at 5:00 PM, in person or by video. There is also potential subcommittee activity in addition to regular meetings. Do you anticipate being able to attend regularly and stay engaged between meetings?

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8. Applicant's Question

What's one question you have for us about the Library Board or the library's future direction?

Notes: