

**Gladstone Public Library Board Meeting Agenda  
November 6, 2018  
6:30 pm**

**Location: City Hall Council Chambers**

<b>Topic</b>	<b>Time</b>	<b>Information Discussion Decision</b>	<b>Lead</b>
Library Board Meeting Call to Order	6:30 pm		Margaret
Approval of October Meeting Minutes	6:30 pm	Decision	Margaret
Reports: a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force	6:35 pm	Information Information Information Information Information	Mitzi Neal Deanna Natalie Mitzi
New Business a) Welcome Libby Spencer b) Discuss Gladstone Community Library Task Force c) Gladstone Library hours of operation	7:15 pm 7:25 pm 7:40 pm	Introductions Information	Margaret Mitzi Mitzi
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Margaret
Next Meeting: December 4th			



## GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of October 2, 2018

Meeting was called to order at 6:30 PM.

### **PRESENT:**

Margaret Bertalan, Gary Bokowski, Nancy Eichsteadt

### **ABSENT:**

Natalie Smith

Also Present: Mitzi Olson, Library Director; Neal Reisner, City Council Liaison; Linda Nease, City Council Liaison

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### **Call to Order/Self-Introductions**

#### **Approval of September Meeting Minutes:**

*Gary Bokowski made a motion to approve the September meeting minutes. Motion was seconded by Nancy Eichsteadt. Motion passed unanimously.*

### **REPORTS:**

#### **Director's Report:**

Ms. Olson said she has been trying to get a sense of what staff is doing and how they might make things more efficient. She is working toward having staff members spending less time on some of the tasks they are doing now and doing more community outreach. She explained how they are going to improve the book ordering process by using an automated system. She plans to look at collection turnover rates. They will be closing both libraries on October 8<sup>th</sup> to have a team building event at the Stone Creek Golf Course. The library idea boards have been installed – people can add their ideas or simply put a sticker on ideas that are already posted. The recruitment is now open for the Gladstone Community Library Task Force – applications will be accepted through October 15<sup>th</sup>, but it may be extended if necessary. The charter for the task force will be presented to the Board of County Commissioners on October 9<sup>th</sup>.

#### **City Council:**

Councilor Reisner thanked Gary Bokowski for stepping up.

#### **Library Foundation:**

Chair Bertalan said that in September they elected Lani Saunders and Beverly Chase to serve on the task force. They had a fundraiser in Oregon City and made \$147. They are planning another one soon. They are waiting to hear about a one million dollar grant they applied for. On Halloween they will be handing out books and candy. There will be a holiday bazar on October 27<sup>th</sup> at the high school. Lani Saunders and Linda Nease will be attending a training put on by the Non-Profit Association of Oregon. There was an issue recently where someone wanted to donate books but they were turned away because there were already too many donated books on hand that hadn't been processed. Ms. Olson said they had a staff meeting to discuss this issue – she will send out an email telling staff not to refuse any donations and to contact someone else on a list.

Chair Bertalan attended the Clackamas County Friends meeting – they are still working on putting together a history of the different libraries. They discussed recruitment for Friends/Foundation groups and how to get young people interested (teen liaisons). They also discussed how to get more volunteers using various incentives. There was discussion regarding Molalla's library.

### **LDAC:**

There was a meeting in September. They are taking the revised IGA around to the different cities to get approval for the modifications that needed to be made to move forward with the settlement agreement between Gladstone and Oak Lodge – it is looking very positive. They discussed the larger task force they will be putting together that will address issues such as funding.

### **Gladstone Library Task Force:**

Ms. Olson said they need to make the selections tonight for recommendations of who will be appointed from the Library Board to the task force.

### **New Business:**

#### a) Library Board Recruitment:

There was discussion regarding applications/selection. There was discussion regarding expanding the Library Board.

*Nancy Eichsteadt made a motion to vote on applicants via email in order to go before the City Council on October 9<sup>th</sup>. Motion was seconded by Gary Bokowski. Motion passed unanimously.*

#### b) Library Treasurer Appointment:

*Chair Bertalan made a motion to appoint Nancy Eichsteadt as Treasurer. Motion was seconded. Motion passed unanimously.*

There was discussion regarding changing names/password on the account.

#### c) Gladstone Community Library Task Force Charter:

*Nancy Eichsteadt made a motion to amend the draft to allow for a minimum of three members from the Library Board and two members from the Library Foundation for a total of six to serve on the task force. Motion was seconded by Gary Bokowski. Motion passed unanimously.*

#### d) Appointment Recommendations for Gladstone Community Library Task Force:

*Gary Bokowski made a motion to recommend Lani Saunders and Beverly Chase for appointment to the task force. Motion was seconded by Nancy Eichsteadt. Motion passed unanimously.*

*Gary Bokowski made a motion to recommend Chair Bertalan, Nancy Eichsteadt, and Natalie Smith to serve on the Gladstone Library Task Force. Motion was seconded by Nancy Eichsteadt. Motion passed unanimously.*

There was discussion regarding the number/frequency of meetings in the future.

### **Adjourn:**

Meeting adjourned at approximately 7:40 PM.

Next meeting scheduled for November 6<sup>th</sup>, 2018.