

Gladstone Public Library Board Meeting Agenda
May 7, 2019
6:30 pm

Location: City Hall Council Chambers

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	6:30 pm		Margaret
Approval of April 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 Natalie Mitzi
New Business	7:15 pm		
Sharing Session	If time	Information	Everyone
Adjourn	7:45 pm		Margaret
Next Meeting: June 4th			

GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of April 2, 2019

Meeting was called to order at approximately 6:30 PM.

PRESENT:

Margaret Bertalan, Michael Milch, Libby Spencer, Nancy Eichsteadt, Dr. Bryce Colson

ABSENT:

Chair Gary Bokowski, Natalie Smith

Also Present: Councilor Reisner; Mitzi Olson, Gladstone/Oak Lodge Library Director; Kathryn Krygier, Project Manager for Concord NCPD Library/Gladstone Library

Call to Order/Self-Introductions

Approval of March 2019 Meeting Minutes:

Michael Milch noted that his name should be listed as a member of the Board. The CD rate should be .06 (not .6%). It was Margaret Bertalan who agreed to continue serving as liaison to the Library Foundation; not Libby Spencer.

Michael Milch made a motion to approve the minutes with the corrections mentioned. Motion was seconded by Nancy Eichsteadt. Motion passed unanimously.

REPORTS:

Director's Report:

Ms. Olson introduced Kathryn Krygier. She said that Donna Robinson has moved on and is no longer employed with Clackamas County. Ms. Krygier said she helped purchase the Concord property. She worked as an architect for twenty years and in 2000 she started working for government, including Portland Urban Renewal Agency and the Parks District. She has worked on libraries in the past and it has always been an interest of hers. She will be leading the next task force meeting that will be on April 10th. They may combine the task force meetings at times. The proposals for architects will be going out this month and the selection will probably be made in June.

Ms. Olson shared statistics regarding world language materials and how they circulate at the library. She feels that we could increase those numbers once we are in different buildings and enrich our collection. She continues to work with Baker & Taylor, trying to iron things out so they spend the least amount of time possible when processing items. The contract with them will have to go to the Board of County Commissioners because the total amount will be more than \$150,000. They save a lot of staff time by using Baker & Taylor's system of categorizing books.

They had a staff meeting in March where they brought the two libraries together. They hired a facilitator to work through change for the two libraries and had a session where the employees were able to ask questions of the administrators. They also had a mental health panel – they offered helpful tips on how to handle certain situations/people. They will have another staff meeting in July or August. She just reopened the recruitment for the Library Sections Supervisor – it will be open for thirty days. This person will be in charge of operations and circulation. She would like to have representatives from this Board and Oak Lodge during the first round of interviews.

City Council:

Councilor Reisner said the administrators from Gladstone and Clackamas County met today regarding the IGA. He asked that it be vetted through the Library Board before it goes before the City Council, but that will need to be worked out with the City Attorney. Ms. Olson said it is a complex agreement because it involves the transfer of employees, their benefits/union issues, the facilities at both locations, etc. Next Tuesday will be the groundbreaking ceremony for the new Civic Center. He read the work plan/goals from the minutes of last month's meeting – they sounded more like suggestions so he has been asked by the Council to bring back a work plan. Margaret Bertalan said they were talking about the needs assessment - what patrons said they wanted to see in the new library. There was discussion regarding the goals – Margaret Bertalan said the minutes from the previous meeting were confusing. Michael Milch said the Parks Board did it in a more detailed/numbered way and tried to tie it directly to some of the City's Strategic Plan.

Library Foundation:

Margaret Bertalan said at the Friends meeting on March 7th the main goal was to continue to meet about every six months and the main purpose will be for best practices among the different Friends and Foundation groups in the County. Other libraries have had backyard/garden tours, seed catalog, etc. to raise money. Oregon City is moving their used book store – it will be on 7th Street where the old H&R Block office was.

At the Foundation meeting the main discussion was the plant sale (May 10th & 11th) – it will be behind the Happy Rock Coffee Shop and the Library parking lot. They discussed other fund raisers such as an auction. There will be a Benefit the Library sale in July at a private residence – they are already collecting donated items. They discussed the topic of the task force/library boards – there is very strong opposition in the Foundation to combining the library boards. They feel that Gladstone will not have a voice if they combine the two – if they go proportionately Oak Lodge will have a bigger library/population than Gladstone. Ms. Olson said she hopes they can keep community members open to a solution that works for the larger two-branch system and try to find some way we can have more of a local focus. She said it is not the goal to remove local decision/input. There was further discussion on this topic. Ms. Olson said that some of the goals are sharing employees, using the same policies/goals, and truly having a team between the two libraries but they are not in that position yet. There was discussion regarding the budget. Michael Milch said it is exciting that we might have a greater say in local programming, a local outreach, books/programs that are needed for our local schools, etc. Margaret Bertalan said at the Foundation meeting they talked about trying to start up a Friends group once the task force group gets going. She feels we need to find a way to get more information from the task force out to the public once it gets going. She suggested including the information in the City's newsletter.

LDAC:

There was no meeting in March.

Gladstone Library Task Force:

Ms. Olson said the last meeting was canceled. There is a meeting scheduled for April 10th at 5:30 P.M.

New Business:

a) Discussion regarding bank account

Margaret Bertalan said at the last meeting they determined that the bank account was not performing very well. There is a CD and a checking account – they decided to move the CD to get a better rate. They decided to move everything to Unitus Credit Union, but they require a SSN or a Tax ID number in order to do that. She discovered that the old account was not set up correctly. The money came from various wills/donations. The Foundation has a 36-month certificate (\$22,893), which comes up in December. The options are to give the money to the City, give the money to the Foundation, or set up another Foundation. If the Foundation gets it

they would put it in a separate CD with its own account number and the Library Board has the say over how it is spent. They are moving to OnPoint Credit Union. There was discussion regarding how to spend the money/where to keep it/options.

Dr. Colson made a motion to table this discussion until the next meeting. Motion was seconded by Nancy Eichsteadt. Motion passed unanimously.

Sharing Session:

There was a brief discussion regarding the upcoming Library Conference.

Councilor Reisner thanked Ms. Olson for being at the meeting.

Michael Milch recommended a book called “The Library Book” written by Susan Orlean. It’s about the Los Angeles Public Library that had a huge fire at their central branch in 1986. She covers the history of libraries. He wondered if it would be appropriate to invite a small number of the library staff to a meeting to share their thoughts regarding what they see happening and changing in the library. It was agreed that it would be a good idea.

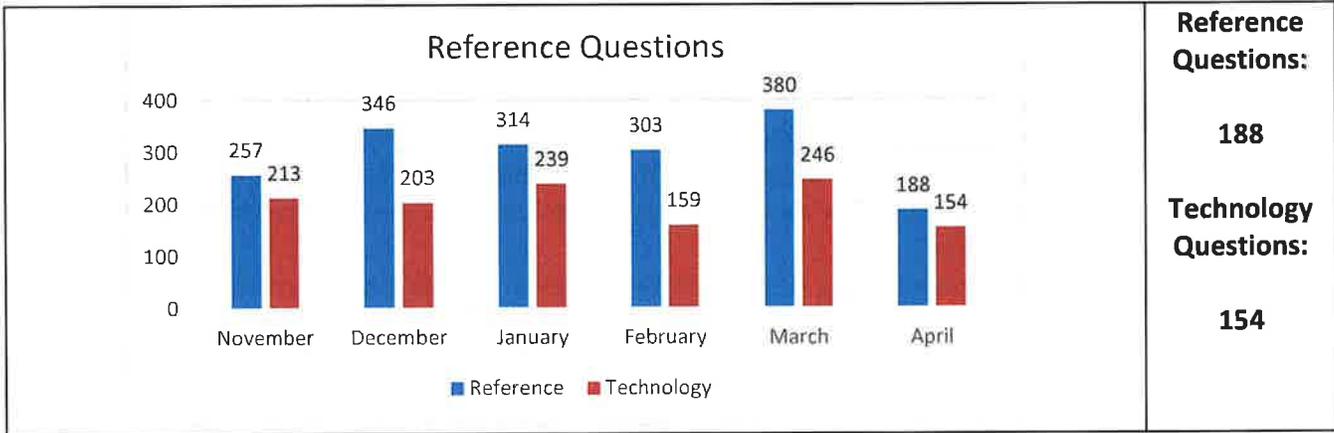
Adjourn:

Meeting adjourned at approximately 8:22 PM.

Next meeting scheduled for May 7th, 2019.

GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT April 2019

Library Statistics: April 1-30, 2019



Reference Questions:

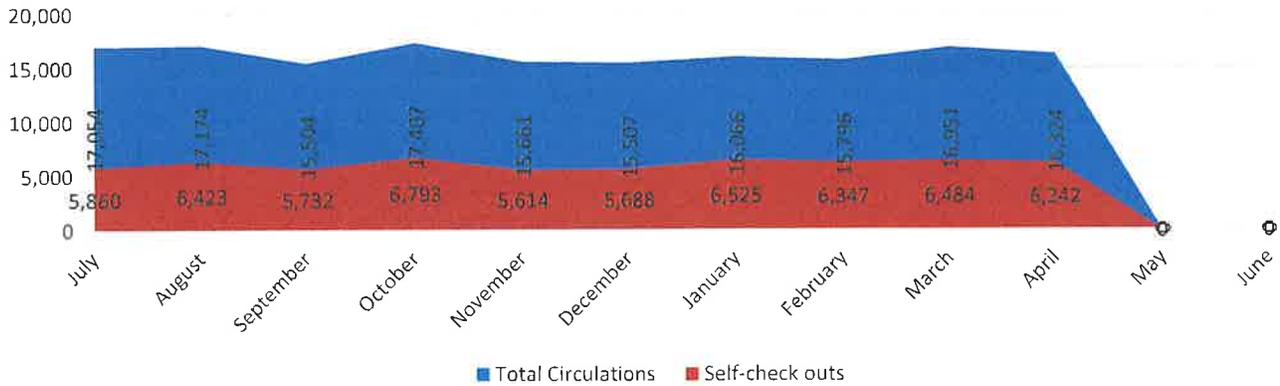
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Technology Questions:

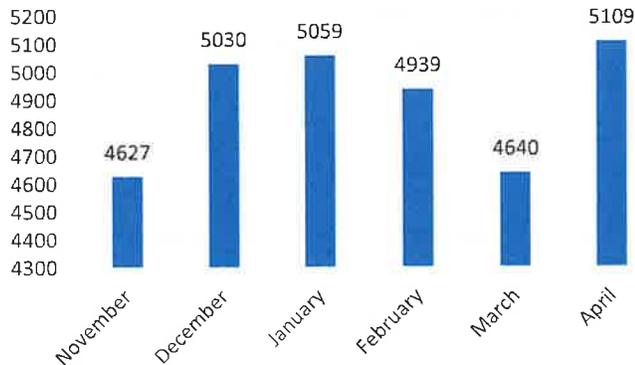
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New Library Cards	Registered Borrowers	Items Owned	Total Circulations	Self-check outs	Holds Placed	Internet Sessions
43	5,453	45,504	16,324	6,242	4,130	887

Circulations



People Counter



Social Media:

- Facebook Likes: 643
- Twitter followers: 193
- Instagram followers: 852

Volunteer hours: 150.45

People Counter: 5109

GLADSTONE PUBLIC LIBRARY DIRECTOR'S REPORT

April 2019

Updates:

- Our online reservation system, Cultural Pass Express, launched April 1st, and our patrons have had great things to say regarding the updated service. Several have commented that it is now much easier to enjoy the local attractions that we offer passes for, since they don't have to pick up and return most of the passes. Usage of the passes in the first month with the new system was about the same as in previous months, but we expect usage to go up as we continue to get the word out about Cultural Pass Express.
- The Food for Fines promotion during National Library Week in April brought in more than 500 nonperishable food items, which went to support the Gladstone Food Pantry.
- We had several pre-school classes visit the library in April for a tour to learn about using the library and enjoy a storytime.
- Everyone had a great time at our recent Game of Thrones Trivia Night. A total of 9 participants joined for trivia, and several of our staff dressed as characters from Game of Thrones. Those who attended had a lot of fun, and we're considering doing more themed trivia events in the future.
- The regular craft classes for adults have been a huge hit with the community. Each one has had a full registration list long before the day of the class. May's class will be Wet Felting with Ammi Brooks on May 9th, and there is already a waitlist for those wanting to attend.
- We're gearing up for the Summer Reading program, which will begin June 1st. This year's theme is A Universe of Stories, and there will be some great events throughout the summer for children and teens of all ages. Youth Services librarian Heather plans on another robust round of class visits with the elementary school to get students excited for Summer Reading!