

Gladstone Public Library Board Meeting Agenda

June 2, 2020

6:30 pm

Virtual Zoom Meeting

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of February and May Meeting Minutes	6:30 pm	Decision	Gary
Reports: a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force f) Concord Property and Library Planning Task Force	6:35 pm	Information Information Information Information Information	Mitzi Neal Natalie Gary Gary
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: July 7, 2020			

GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of February 4, 2020

Meeting was called to order at 6:30 PM.

PRESENT:

Chair Gary Bokowski, Natalie Smith, Michael Milch, Dr. Bryce Colson, Nancy Eichsteadt

ABSENT:

Libby Spencer

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director; Neal Reisner, City Council/Liaison; Jeri McMahan, Sandy/Hoodland Library Board, Sarah McIntyre, Sandy/Hoodland Library Director; Robin Dawson, Supervisor – Gladstone/Oak Lodge Library

Call to Order/Self-Introductions

Ms. Olson introduced Robin Dawson. She started work on January 7th as the Circulation Supervisor of both libraries. She is doing a fantastic job and Ms. Olson feels very fortunate that she chose to work for them. Ms. Dawson said she has been enjoying working at the libraries. She has been primarily at Gladstone so far. She said it has been really nice to work in a town and feel like a part of the town. Everyone welcomed her.

Approval of January 2020 Meeting Minutes:

Natalie Smith made a motion to approve the January 2020 minutes. Motion was seconded by Michael Milch. Motion passed unanimously.

Discussion:

Michael Milch asked the Sandy/Hoodland guests if there were some elements, like the hours of operation, the items they have in their collection, or special programs, that they intentionally have the same in both libraries for consistency and efficiency or are there some elements that they have different in order to provide more options to address different communities. They said their situation is slightly different than Oak Lodge/Gladstone because Hoodland is a much smaller library (serves 5,700 people), which means less budget so they have different hours at Hoodland. A lot of the selection of materials at Hoodland is done by their staff. They said that overall it is basically different – it's based on what the community wants and needs. They have a selection tool (Collection HQ) that tells them what is being checked out, the most popular authors, etc. If they have a successful program at Sandy, the next year they may try that at Hoodland. Their Friends of the Library groups are separate. They combined their Library Boards – started out with eleven members, but are now down to seven (5 from Sandy and 2 from Hoodland). They report to the Sandy City Council. They have eight laptops for people to use at Hoodland, but they don't check them out. They do check them out at Sandy. There was discussion regarding book sales, storage, etc. There was discussion regarding merging the Library Boards, recruitment, parking, etc. They have a combined newsletter.

REPORTS:

Director's Report:

Ms. Olson said she included in the agenda packet the current projections for the distributions for fiscal year 2019/20. There was discussion regarding population.

She went over their Internet policy – they are now following Clackamas County's policy. Oak Lodge has decided to increase the length of time they allow people to use the computers to three hours/day (with stipulations). Gladstone hasn't really had limits. They are only issuing guest passes now if the person is

truly outside the service area. As of February 1st if people are able to get a library card they have to get one in order to use the computers. She asked the Board about increasing the daily use to three hours/day. She said they have more students using the computers at Gladstone, but the majority of them are using them for gaming purposes. On February 17th, when the library is closed, they are going to move the computers that are currently downstairs at Gladstone so that all the computers will be upstairs. She excluded six kids from the library recently for 90 days (ages 9-12) after multiple warnings.

Nancy Eichsteadt made a motion to increase the use of computers to three hours/day with stipulations (1 hour uninterrupted use, with 15 minute extensions, up to 3 hours, unless the computer is reserved by someone else). Motion was seconded by Natalie Smith. Motion passed unanimously.

They are going to be doing some weeding out of books at Gladstone.

There was discussion regarding Library District Task Force sub-committee appointments.

Michael Milch said he has seen new faces working at the library recently. Ms. Olson said beginning on January 11th they started integrating staff from both libraries. She went over some staffing changes/classifications.

City Council:

Councilor Reisner said there are things happening behind the scenes regarding the new libraries. Ms. Olson said they have a task force meetings tomorrow night.

Sharing Session:

Michael Milch said that the Library Board members got an email from the company that the City has engaged to do tourism marketing – they are meeting tomorrow night and wanted a representative from the Board to attend. He said he will try to go and Dr. Colson and Nancy Eichsteadt are planning on going as well.

Library Foundation:

Ms. Olson said she attended part of the last meeting. They were basically planning the financial needs for the next year. They talked about reducing their contribution to the summer reading program this year and next year so that the Foundation can use some of that money toward to new building.

There was discussion regarding having a representative from the Board attend the meetings or have one of their members attend the Board meetings.

LDAC:

Natalie Smith said they went over things from the previous meeting and approved those minutes, elected a new Chair (Al Matecko) and Vice-Chair (Natalie Smith). They talked about the large task force meeting and what some of the members expressed. They introduced some new members. They formally finalized the annual report and they are now asking for the libraries to complete two years' worth of reports.

Michael Milch said he attended the new County task force meeting (LINCC/Library District Task Force) – he thought it was a very good presentation about the history of how the district came into being, etc. They are now looking at where they need to be now. It was agreed to add updates to the agenda moving forward.

Ms. Olson said she received an email from Ms. Betz today – she may attend the next meeting to start talking about how they transition this Board into a possibly different type of advisory group that's more specific to Gladstone. Ms. Olson said she is in favor of that and will support that endeavor in any way she can. She feels it is important to have input from this community as to what they want in their library. Michael Milch

suggested a community services advisory committee that would include the library and other service providing agencies that serve families and children.

Adjourn:

Meeting adjourned at 8:10 P.M.

Next meeting scheduled for March 3, 2020.

GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of May 5, 2020

Meeting was called to order at 6:35 PM.

PRESENT:

Chair Gary Bokowski, Natalie Smith, Michael Milch, Dr. Bryce Colson, Nancy Eichsteadt, Libby Spencer

ABSENT: None

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director; Neal Reisner, City Council/Liaison

Call to Order/Self-Introductions

Approval of February 2020 Meeting Minutes:

It was decided to approve the minutes at the next meeting.

REPORTS:

Director's Report:

Ms. Olson said it has been a rapidly changing situation. They are looking at how they are going to slowly reopen the libraries in phases. They are waiting for further direction from the Governor. They have been mailing out the garden seeds, expanding the homebound books, etc. Yesterday they had staff come in, one person in the building at a time, mailing out books that have been on hold. They are looking at hosting Zoom story times starting next week. They have had staff working remotely on responding to emails and voicemails. Their focus now is how to reopen the libraries safely. The budget will be going before the Budget Committee at the end of May. The book drops are open, although that hasn't been advertised.

Chair Bokowski asked if there was a way to boost the Wi-Fi signal outside the libraries for people to use from their cars – Ms. Olson said it is available but she was not aware of a way to boost the signal. She would like to look into purchasing “hot spots”.

City Council:

Councilor Reisner said City Hall has been moved to the new building and the old City Hall building is now vacant. In the parking lot is a voters' drop-off and utility bill drop-off. The Councilors got a tour of the new Civic Center recently.

Library Foundation:

They did have a short Zoom meeting. The book sale was canceled. They have delivered some of the plants that were from the plant sale. There was discussion regarding weeding the book collection from the libraries and the future Foundation book store.

LDAC:

Natalie Smith said they haven't had a meeting in months and there is no word on rescheduling one.

Gladstone Library Task Force:

Natalie Smith said they have a Zoom meeting scheduled for tomorrow night. The last meeting was mainly just to familiarize everyone with the Zoom platform.

Michael Milch said the LINCC/Library District Task Force has not rescheduled a meeting yet.

Chair Bokowski asked what the hold-up was for the demolition of the old City Hall building. They have been doing some testing (soil, etc.) and waiting for the results.

Concord Property/Library Planning Task Force:

Chair Bokowski said they are having a meeting on Thursday. They had a meeting last week just to check-in. They are not done with the entire feasibility study but they have received the first round of information. There was one person who had a problem with separating the projects.

Budget Discussion:

Michael Milch asked if the budget would be approved by the County – Ms. Olson said that is correct. Chair Bokowski asked if there had been any operational savings since the libraries have been closed – Ms. Olson said not as much as you would think because they have continued to pay the employees who were scheduled up until May 3rd under Clackamas County’s Co-Vid Leave. Now they are looking at getting the employees back to work while using safety precautions. They are looking at deploying three of the full time employees at the Elections Office for approximately one to two weeks. There was further discussion regarding employees. Nancy

Eichsteadt asked what the \$5,200 under contributions/donations was in the budget. Ms. Olson said that was the amount they are anticipating from the Foundation for the summer reading program. Michael Milch asked about the big drop in Projected Year-End Revenue in the green column – Ms. Olson explained that is because they took over the library in December of 2019 so they only had half the revenue.

Nancy Eichsteadt made a motion to recommend approval of the budget. Motion was seconded by Libby Spencer.

Discussion: Dr. Colson asked why the Proposed Budget is twice the amount as the Projected Costs – Ms. Olson explained that the projected year-end costs in the green column is for June 2020 and the proposed amount is for an entire year. There was discussion regarding the cost of demolition of the old City Hall building. Chair Bokowski asked Ms. Olson if she had any information regarding the possibility of combining the two library boards – she did not.

Motion passed unanimously.

Ms. Olson said the Oak Lodge Library Board is meeting on the 21st to vote on approval of their budget. The two budgets will go before the Budget Committee at the end of May.

Ms. Olson said there are thousands of books on hold and it will take months to catch up. Curbside pick-ups are not an option for Gladstone or Oak Lodge.

Adjourn:

Meeting adjourned at 7:46 P.M.

Next meeting scheduled for June 2, 2020.