

**Gladstone Public Library Board Meeting Agenda**  
**April 2, 2019**  
**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 March 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 a) Discussion about bank account b) Introduce Kathryn Krygier	7:00 pm 7:15 pm	Decision Information	Nancy Mitzi
Sharing Session	If time	Information	Everyone
Adjourn	7:30 pm		Margaret
Next Meeting: May 7th			



## GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of March 5, 2019

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

### **PRESENT:**

Chair Margaret Bertalan, Gary Bokowski, Libby Spencer, Nancy Eichsteadt, Natalie Smith, Dr. Bryce Colson

### **ABSENT:**

None

Also Present: Michael Milch, Mitzi Olson, Gladstone/Oak Lodge Library Director

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

#### **Approval of December 2018 Meeting Minutes:**

*Libby Spencer made a motion to approve the minutes. Motion was seconded by Natalie Smith. Motion passed unanimously.*

There was discussion regarding the minutes from the last meeting not being posted on the City's website.

### **REPORTS:**

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

Ms. Olson said they are about to release the e-cultural passes online (April 1<sup>st</sup>) – they are implementing this throughout all of the libraries in Clackamas County. It's online software that allows you to make a reservation and to print out the pass or use it on your cell phone. The cultural passes are available for attractions such as the Pittock Mansion, Japanese Gardens, Evergreen Museum, etc. All of the passes from Clackamas County libraries will now be pooled together. The software application is being paid for by Library Network so it comes from the County general fund.

Both libraries will be closed on March 7<sup>th</sup> for an all-staff training/meeting day. There was discussion regarding the IGA, program ideas, library cards for kids, etc.

They have moved the collections/genres around in both libraries. Baker and Taylor are being paid to do the programming/labels. The goals are to make the libraries more "browsable", streamline things, and reduce staff time involved in the ordering process. Oak Lodge is already using the acquisitions module of the Integrated Library System database – she plans on bringing Gladstone in on that also. Ms. Olson went over the process of ordering books, labeling, funds/accounts payable, and users being able to put a book on hold. They have systems in place to keep expenses separate. They have been working on the budgets for both libraries through the County and with Gladstone. The next Gladstone Community Library Task Force meeting is next Wednesday, March 13<sup>th</sup>.

#### **Library Foundation:**

Chair Bertalan said she attended the Oak Lodge meeting last week and mainly it was talking about their budget. Donna Robinson, the project manager, has moved on – her replacement will be Kathryn Krygier with NCPRD. The County is thinking of combining the library boards – but it would be proportionate. They feel it would be easier and there would be less meetings. Ms. Olson said it makes her job much easier when she has the support and input of the community.

The Foundation's plant sale will be on May 10<sup>th</sup> and 11<sup>th</sup> behind High Rocks. They are going to have some outings – Sellwood Library tour in May and Milwaukie's Library tour on April 11<sup>th</sup>. There will be a rummage sale to benefit the library in July. The book sale will be in August during the Community Festival.

**LDAC:**

Natalie Smith did not attend the January meeting and the February meeting was canceled due to inclement weather. The sub-committee is still working on refining the progress report that each library fills out so that the LDAC members are able to get an idea of the financial status of each library.

**Gladstone Library Task Force:**

Ms. Olson said the Concord meeting is tomorrow. Gladstone's meeting will be on March 13<sup>th</sup>.

**New Business:**

a) **Elect Library Board Officers**

Chair Bertalan nominated Gary Bokowski for Chair. The nomination was seconded. Gary Bokowski was selected with a unanimous vote.

Nancy Eichsteadt agreed to continue serving as Treasurer.

Libby Spencer agreed to continue serving as Liaison to the Foundation.

Natalie Smith agreed to continue serving as Liaison to LDAC.

b) **Goals**

Last year one of the goals was to send someone to the OLA-WLA conference (April 17 – 20 in Vancouver). There was discussion regarding the City paying the registration fees, who will attend, etc. It was agreed to make this a goal for this year as well. Other goals were to: Build a partnership with Oak Lodge, promote the ballot measure for the library, and complete the policy manual. Some new goals suggested were: support the task force for the new library, a needs assessment for designing the library, a program that reaches out to parents/caregivers to learn how they can help young kids to read, greater involvement in the schools, diversity programs, and a having booth during the Community Festival.

c) **City emails for Library Board business:**

There is a public records aspect so the City is requiring that the Board's communications take place via the City's email system.

Ms. Olson said they excluded a youth from the library last month (90 days) – there were continual problems with this person so they worked with the police and informed the parent.

Nancy Eichsteadt said the CD has aged out and since the interest rate they get is not good (.6%) she recommends they look for another place for it. It was agreed that she will look into finding a better rate.

**Adjourn:**

Meeting adjourned at approximately 8:13 PM.

Next meeting scheduled for April 2<sup>nd</sup>, 2019.