



**LIBRARY BOARD OF TRUSTEES  
BOARD MEETING**  
**January 29, 2019**  
**City Hall Council Chamber**  
**16000 SE Misty Drive, Happy Valley, OR 97086**

Committee Members:  
Al Matecko  
Alan King  
Diane Morrow  
Gary Schmidt  
Keith Milsark  
Ray Kato  
Jerry Dukleth

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Regular Meeting Agenda

6:00 PM

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**I. CALL TO ORDER**

1. Roll Call

**II. MINUTES APPROVAL**

1. Library Board of Trustees - Regular Meeting - Sep 25, 2018 6:00 PM

**III. LIBRARY DIRECTOR REPORT**

**IV. LDAC REPORT - AL M.**

**V. OLD BUSINESS**

1. Strategic Plan Update

**VI. NEW BUSINESS**

**VII. ANNOUNCEMENTS**

**VIII. NEXT MEETING: DISCUSS**

**IX. ADJOURNMENT**

The meeting location is accessible to persons with disabilities. To request accommodations or translation services, please contact the City Recorder at (503) 783-3836 or City Hall at (503) 783-3800 at least 48 hours before the meeting.

**LIBRARY BOARD OF TRUSTEES  
BOARD MEETING**  
**September 25, 2018**  
**City Hall Council Chamber**  
**16000 SE Misty Drive, Happy Valley, OR 97086**  
**DRAFT MINUTES**

Committee Members:  
Al Matecko  
Alan King  
Diane Morrow  
Gary Schmidt  
Keith Milsark  
Ray Kato  
Jerry Dukleth

Regular Meeting Minutes

6:00 PM

**I. CALL TO ORDER**

| Attendee Name | Title        | Status  | Arrived |
|---------------|--------------|---------|---------|
| Al Matecko    | Chair        | Present |         |
| Alan King     | Vice Chair   | Absent  |         |
| Diane Morrow  | Board Member | Present |         |
| Gary Schmidt  | Board Member | Absent  |         |
| Keith Milsark | Board Member | Present |         |
| Ray Kato      | Board Member | Present |         |
| Jerry Dukleth | Board Member | Present |         |

David Golobay (City Council Representative)  
Doris Grolbert (Library Director)  
Debbie Smith (Staff)

**II. MINUTES APPROVAL**

- Library Board of Trustees - Regular Meeting - May 22, 2018 6:00 PM  
Ray recommended that "the Isaac's" last names be used to identify them in the Directors report. Keith moved and Ray seconded that minutes of May 22, 2018 be approved with the correction made. They were approved unanimously.

|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ACCEPTED AS AMENDED [UNANIMOUS]</b>  |
| <b>MOVER:</b>    | Keith Milsark, Board Member             |
| <b>SECONDER:</b> | Ray Kato, Board Member                  |
| <b>AYES:</b>     | Matecko, Morrow, Milsark, Kato, Dukleth |
| <b>ABSENT:</b>   | King, Schmidt                           |

**III. LIBRARY DIRECTOR REPORT**

Anna and Isaac F. visited 126 classrooms at area schools to promote the Summer Reading program. There were 3,983 sign-ups for kids and teens and 2,411 finishers.

Adult Summer Reading was up 43.2% from the previous year with 945 sign-ups and 3,002 books were read.

378 people visited the Library booth at the Happy Valley 4<sup>th</sup> of July event, 200 visited the booth at a Day in Damascus, 300 attended the Party in the Park, and 1,060 attended the concert series.

The Library building has been painted and the trees against the building have been trimmed. Doris and Debbie are meeting with Public Works to have some directional arrows painted in the large parking lot to hopefully help with traffic congestion. Banners are being designed and will be attached to the crosswalk light poles to slow drivers down in front of the library. The new Elections ballot box had been installed on the side of Sieben Park Way. The Parking strip on Sieben Park Way has been cleaned up and low maintenance grasses will be planted. The trees in the side walk planters surrounding the Library will be removed and replaced with smaller ones and the sidewalks will be

repaired. On October 8, the Library will be closed for staff training so Public Works will be working in the library on projects and repairs.

Staff has been taking online Blood Borne Pathogen and Workplace Harassment trainings. Staff will be attending CPR and Diversity training on October 8.

The Library has a new Web page. It's got a new look with the Happy Valley style.

RFID has been fully implemented. The libraries will begin using the new colored holds slips which will help staff locate and pull canceled holds.

Educator cards are being issued to teachers and homeschoolers. The cards are only valid for the school year and are only renewed for those in good standing. The cards allow educators to place more holds for their classrooms and keep the items separate from their personal cards.

Rose City Astronomers are giving a moonrise program at the Library tonight which will end up outside at the park with telescopes to view the Moon.

#### IV. LDAC REPORT - AL M.

Al M. told the Board that the Library District Advisory Committee (LDAC) met last night. There is a proposed amendment to the Master IGA and a Library District Task Force Proposal that will be reviewed at the next LDAC meeting.

The Committee talked about the annual progress report. Al M. was on a subcommittee that compared the data for the different libraries and keyed in on six areas:

1. The Library Boards are often lacking members from unincorporated areas.
2. Reserve funds are reported differently by the different libraries, and a glossary of terms is needed to compare the definitions of the different accounts.
3. The Library Standards set by the state are often not met. The State is reviewing the standards to make them more easily understood and more realistic.
4. Diversity training is lacking in most libraries.
5. Allocated Costs are calculated differently.
6. Strategic Plans are needed.

Al described a Task Force proposal that LDAC will be proposing to the Board of County Commissioners in October.

#### V. OLD BUSINESS

1. Strategic Plan Timeline  
The Board approved the Strategic Plan timelines. Library staff will review the plan at the October 8 staff training day.

(Presented by Doris Grolbert)

#### VI. NEW BUSINESS

None.

#### VII. ANNOUNCEMENTS

David asked if the Board had any questions about or for the City Council.

Doris asked if the Board would like to reduce the number of times it meets each year? The Board will

meet in October and then plan future meetings as they find out what is going on with the LDAC Task Force.

Keith and Ray will not be at the October meeting.

**VIII. NEXT MEETING:**

October 23, 2018

**IX. ADJOURNMENT**

Keith motioned and Jerry seconded that the meeting be adjourned. Al M. adjourned the meeting at 7:11 pm.