



City of Woodburn
Public Library Board Minutes
July 11, 2018 • 6:00 p.m.



1. CALL TO ORDER

The chair called the meeting to order at 5:58 p.m.

2. ROLL CALL

Position I	Vacant (12/21)	
Position II	Bethany Weathersby (12/19)	Present
Position III	Nancy Kirksey, President (12/21)	Present
Position IV	Neal Hawes, Vice-President (12/19)	Present
Position V	Vacant (12/21)	
Position VI	Kathleen Boyer (12/19)	Present
Position VII	Logan Grabill-Brown (7/21)	Present

3. MINUTES – April 11, 2018

Neal Hawes/ Kathy Boyer – Motion to accept the minutes was offered and seconded. The motion passed unanimously.

4. BUSINESS FROM THE PUBLIC

None.

5. BOARD REPORT – GOOD OF THE ORDER

No report.

6. FRIENDS OF THE LIBRARY REPORT

The Friends met in July. The bookstore continues to generate meaningful income. After a significant contribution to the library's picnic area project, assets have rebounded to \$5,271.13. The group voted unanimously to endorse the Library Square renaming proposal.

7. OLD BUSINESS

Library Park Update – John Hunter

Hunter presented the update on recent improvements to Library Park, including the installation of 15 new trees and the completion of the picnic area

8. NEW BUSINESS

Revision: Library Meeting Room Use Policy – John Hunter

Hunter asked the board to approve a revision to the library's meeting room policy to eliminate mention of fees and to reinforce the library's existing policy to not make its rooms available to commercial enterprises or any group that charges admission.

Neal Hawes/ Kathy Boyer – Motion to accept the policy revision (attached) was offered and seconded. The motion passed unanimously.

Library Square Dedication – John Hunter

Hunter presented a proposal to rededicate “Library Park” to its original name of “Library Square.” If approved by the city council, the name change would become official on the 85th anniversary of the park’s creation in October 2018. A plaque will be installed to honor the park’s history and groups that have made recent donations to fund park improvements.

Neal Hawes/ Kathy Boyer – Motion to accept the dedication proposal (attached) was offered and seconded. The motion passed unanimously.

9. MANAGER REPORTS

Library Statistics – April 2018-June 2018 – John Hunter

Quarterly performance statistics were presented. (See attachments.)

10. FUTURE BOARD BUSINESS

Next scheduled meeting is October 10, 2018.

11. ADJOURNMENT

Nancy Kirksey / Neal Hawes – Motion to adjourn meeting and seconded at 6:53 p.m.

Policy on Use of Library Meeting Rooms

Library meeting rooms are available to organizations engaged in educational, cultural, civic, intellectual, or charitable activities within the city of Woodburn or the Library's rural service area. The use of Library meeting rooms is open to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Room	Conference	Carnegie	Multipurpose
Standard Configuration:	1 oblong table 10 chairs	4 rectangular tables 8 folding chairs	None
Usable Dimensions:	17' x 13'	16 'x 32'	20' x 32'
Square Footage:	~221	~536	~770
Maximum Occupancy:	10	36	51

Priority of use of Library meeting rooms is determined according to the following schedule:

Tier	Type of Use	Examples
One	Library or City of Woodburn meetings and functions.	Storytime Employee Staff Meeting
Two	Programs and clubs officially affiliated with the Library or the City of Woodburn and open to the general public.	Friends of Woodburn Public Library Meeting
Three	Programs, meetings and activities sponsored by nonprofit community social service, service, and fraternal organizations. Attendance may be restricted to organization membership.	Oregon Law Center Rotary Club Girl Scouts Masons
Four	Programs, meetings and activities of private groups, which may be closed to the public.	Local home owners' associations.

Reservations: The rooms shall be assigned on a "first come, first served" basis within the current fiscal year (July to June). Rooms will not be available on holidays or such times when staff are not on duty.

Fees: Rooms shall be free to all groups; however, a fee will be charged to any group if admission is charged. Current rates are as follows: Carnegie Room \$16/hr.; Multipurpose Room \$20/hr.

Procedures: Applications for reserving the use of the meeting rooms may be obtained from the Library website, or by calling the Library reference desk at 503-982-5252. The applications must be

made in writing. Reservations will not be confirmed until a responsible member of the group has signed a reservation request form and paid a fee when required. This signature indicates that the regulations have been read and will be observed.

Prohibited Activities: Rooms shall not be used for promotions, sales or commercial purposes. Groups using the room to attract future clientele, business, or dues-paying members shall be prohibited. Rooms are not available for family gatherings or any other private use that lacks a communal purpose. Smoking in the Library is prohibited by state law. City policy prohibits the consumption of alcohol in City facilities.

Room Accessibility: To ensure ADA required accessibility to the Multipurpose and Carnegie rooms, library staff will prop open the doors to each room for the duration of any event for the general public. Doors shall be locked when the rooms are not in use. Signage shall be added to doors to remind staff of need to prop open doors when rooms are in use.

Parking: Groups are asked to park in one of the City parking lots to allow library patrons priority for close-in parking.

Endorsement: Permission to use a Library meeting room should not in any way be construed to mean City endorsement of a given group's policies or beliefs. Neither the name nor the address of the Woodburn Public Library nor Woodburn City Hall may be used as a mailing address for organizations meeting in these rooms.

Liability and Regulations:

1. All persons and/or groups to whom usage of meeting rooms has been granted agree to hold the Library and/or the City of Woodburn harmless from any and all liability for injury to persons or property as a result of the activity.
2. Meeting rooms and furnishings may not be altered in any way. Additional tables and chairs may be set up and arranged provided that rooms are left in their original condition and arrangement.
3. Wipes will be provided and messes caused as a result of room use must be cleaned. If additional janitorial maintenance is required beyond the normal cleaning process, the applicant may be charged accordingly. The applicant shall be responsible for any damage to equipment or property.
4. Applicants are to use only those facilities or equipment specifically designated on the application.
5. Applicants warrant that they shall secure all necessary video performance licenses and indemnify the Library for any failure on the applicant's part to do so.
6. Use of the meeting rooms shall not disturb the normal operation of the Library.

woodburnPUBLIC LIBRARY

Room Reservation Request Form

Contact the Library reference desk at 503-982-5252 for more information.

Fax completed form to 503-982-5258 or email it to woodburn@ccrls.org.

☐ Conference (10 people) ☐ Carnegie (36 people) ☐ Multipurpose (51 people)

Name of Organization: _____

Nature of Meeting: _____

Person Responsible: _____

Phone Number: _____ Email: _____

Address: _____ City/State/Zip: _____

Reservation Date(s): _____ Day(s) of Week: _____

Start Time: _____ End Time: _____ Attendance: _____

Is this a recurring reservation request? If so, is it

☐ Every week ☐ Every other week ☐ Once a month

Applicant acknowledges that this reservation allows Applicant exclusive use of the rental-area meeting room during the time indicated on the approved application. The remainder of the facility is available to Applicant and to the general public. All persons for whom a Room Reservation Application is approved agree to waive, release, acquit, and forever hold harmless the City of Woodburn, its officers, agents and employees from any and all suits, claims, demands or assertions of liability whatsoever for personal injuries, property damage, injury to incorporeal interests, or other like damages occasioned by, arising from, or otherwise connected with the use of the facility herein described; and do hereby covenant that no action by law, or suit in equity, shall ever be brought against the City of Woodburn, its officers, agents or employees on account of any manner here above set forth. I agree to comply with all rules, regulations, and policies and fee-schedules as set forth by the City of Woodburn. I further attest that I am 18 years of age or older and will be personally responsible for repair of damage to equipment, the facilities, grounds or for replacement of stolen equipment. **By signing below, applicant agrees to follow the Library Policy on Usage of Library Meeting Rooms.**

Printed Name: _____ Signature: _____

Date: _____

For office use only:

Day of Week	Date	Time From/To		Day of Week	Date	Time From/To

LIBRARY SQUARE TO BE NEW CITY PARK'S NAME

LIBRARY SQUARE RE-DEDICATION

A proposal submitted by John Hunter, City Librarian
May 17, 2018

Introduction

In early 2018, "Library Park" experienced a historic level of investment. Public restrooms located just outside the library's east entrance opened to the public. A picnic area, featuring five tables and two bicycle posts on a newly-poured concrete slab, was installed just south of the library's east entrance. New benches and bicycle posts were installed near the library's Second Street entrance. New LED security lighting was installed along the perimeter of the library building. And the necessary removal of two legacy trees led to the installation of 15 new trees throughout the library grounds. Collectively, these projects represent an investment of ~\$300,000 in the library and park, an amount that included donations in excess of \$4,000 from both Friends of the Woodburn Public Library and Woodburn Rotary.

Further, a new black walnut monument sign is proposed for the corner of Garfield and First streets to replace the obsolete reader board. New plants are proposed along the eastern edge of the library to supplement ~150 new plants just installed along the entire Second Street frontage. These proposed improvements would be complete before the end of 2018.

Finally, an additional investment of ~\$10,000 was made in 2012 on improvements to the concert stage, including the installation of an ADA-accessible ramp (to replace the crumbling stairs) and painting of the north side of the Flomer warehouse. That project leveraged \$7,000 in grants from Ford Family Foundation and Woodburn Proud.

Proposal

To honor the 85th anniversary of the public ownership of, and improvements to, the block bounded by Garfield, First, Montgomery and Second streets, and to honor the countless efforts of the many who labored to build it, it is proposed that the block be re-dedicated as historic Library Square.

Foundations of Library Square

The May 4, 1933 edition of *The Woodburn Independent* reported "action looking toward establishment of a public park on the property formerly owned by Nick Miller, and recently taken over by the city of Woodburn, was taken by the Woodburn Women's Club at its meeting in the library Wednesday afternoon."

The July 6, 1933 edition of *The Woodburn Independent* reported that the "request of the Woodburn Woman's Club and other civic organizations was turned down by the Woodburn city council Wednesday night when the council took action against setting aside the so-called Nick Miller property for city park purposes."

The July 13, 1933 edition of *The Woodburn Independent* reported "the board of directors of the Woodburn chamber of commerce met Tuesday night and worked out a new plan which will be forwarded to

**PUBLIC PARK AT NICK
MILLER PLACE ASKED**

Woodburn Woman's Club Acts
To Support Proposal

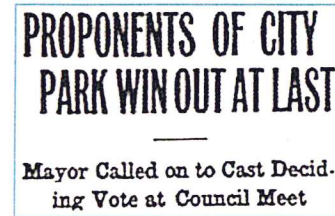
**COUNCIL SAYS NO TO
CITY PARK PROPOSAL**

**CHAMBER SEEKS NEW
DEAL IN PARK ISSUE**

Petitions Also Circulated Ask-
ing Council to Reconsider

the city council with the request that it be considered. Up to Wednesday afternoon the petitions carried 137 names, mostly women."

The October 5, 1933 edition of *The Woodburn Independent* reported "property was definitely set aside for use as a public park and playground by the...city council at its meeting Tuesday night. The action...concluded a long series of maneuvers and efforts that started in the summer." "The resolution provides that two members of the council and the mayor shall comprise the park board 'in whom shall repose the control of said property.'"



The October 26, 1933 edition of *The Woodburn Independent* announced a contest for the naming of a "new city park or public square or civic center or whatever it may eventually be called." At a meeting hosted by Mrs. A. E. Austin, the first chair of the park board, "it was indicated that plans will be guided by public sentiment as much as possible." "To begin with, the board asks suggestions for a name." "No city money is available for either labor or equipment."

A form with a blue border. At the top, it says "To the Woodburn Park Board:". Below that is a line for "I suggest the name". Further down, it says "be adopted for the City of Woodburn's property located between Garfield and Montgomery and First and Second streets." At the bottom, there are two lines: one for "(signed)" and one for "(Signature optional)".

A Federal Depression-Era Project

On November 23, 1933, *The Woodburn Independent* announced that "Woodburn's new city park is to be called Library Square. Decision to this effect was made by the Woodburn park board." "The name Library Square was selected from among 14 suggestions submitted to the board." "The park will be made a Red Cross project this winter, able bodied men who receive Red Cross relief being required to work there before receiving their allotments." A plan submitted by Emerson Jones has two cinder paths crossing the square. "The plan contemplates a band or speaker's stand...be erected against the north side of the Coe building, so in case of public gatherings the speakers or other attractions could be heard by the crowd sitting or standing on the grass...between the Coe building and Garfield street."

Library Square Proposal Tentatively
Approved by Marion County Re-
lief Work Board

On December 7, 1933, *The Woodburn Independent* announced "the Woodburn park board's Library Square project has been approved by the Marion county civil works board and will probably be approved by the state board at a meeting

Saturday." "The Library Square project involv[es] more than \$6,000 in labor" from the Civil Works Administration (CWA), which provided millions of temporary jobs throughout the U.S. from late 1933 through early 1934.

The December 28, 1933 edition of *The Woodburn Independent* reports that "work on Woodburn's two main CWA projects, Library Square and the city streets, went ahead steadily this week." "There are 9,600 man hours of work to be put in on the Library Square project and with the present sized crew it is estimated this will take until about the middle of February [1934]."

Halting Progress

The January 4, 1934 *The Woodburn Independent* describes the scope of work being performed, and the features being installed in Library Square, including an increased grade, paths and a sidewalk, irrigation, a fountain, tennis court and "open air" fireplace.

Progress on the project was intermittent, as reports *The Woodburn Independent* on February 15, 1934. "The Library Square project has been left in a very incomplete stage due to the shortage of funds."

"When work on Library Square was halted Tuesday afternoon only one gravel walk had been laid, leaving three yet to be put in. The walk from the entrance, at the corner of First and Garfield streets, to the fountain in the center of the park, was completed, as walk that describes a circle around the fountain." "The fountain and wading pool have been filled with water, the latter to keep out children who seemed to think it was a roller skating rink, and the fountain to dissolve materials from the concrete which would be harmful to fish. After the fountain pool is in condition so that the water standing in it will remain pure, the pool is to be stocked with goldfish." "The Square really won't be completed for several years."

**GRADES ESTABLISHED
ON LIBRARY SQUARE**

Plans Call for Huge Quantity
Of Dirt to Be Moved in

Ditches Dug for Water System; Open
Air Fireplace to Be of Brick to
Match Library Building

By March 1, 1934, *The Woodburn Independent* reported, "CWA engineers call the Library Square project 90 per cent completed." "CWA officials called for 6,240 man hours to be expended on the project. This was cut to such an extent that only 3,458 man hours were actually put in."

Finally, by August 2, 1934, *The Woodburn Independent* reported, "Work began Tuesday of this week on Library Square with a view to finishing the project." "Eleven hundred dollars has been set aside for completion of the Library Square project." "The project is much nearer completion than would seem from a casual glance."

War Memorial 1943-1950

The February 23, 1950 edition of *Woodburn Independent* reported that the "removal of the war memorial monument from the library park...was given serious consideration. Started in 1943 in honor of the Woodburn men and women serving in the armed forces during World War II, [it] has never been completed and is falling into disrepair." "The swimming pool in Settlemier Park was dedicated as a memorial to the veterans of all wars."

Square or Park?

Most Recent Reference to Library Square

On November 27, 1952 *Woodburn Independent* reported that a Rotary club volunteer had applied metal tags to all of the trees in "library square" after the trees were identified by representatives of the state forestry department. This is the last citation to Library Square in the library's index to the *Woodburn Independent*.

**Trees in Library
Square Tagged in
Rotarian Project**

Since the monument has developed into an "eye sore" and because the swimming pool in Settlemier park was dedicated as a memorial to the veterans of all wars, the municipal body is seriously considering removal of the structure from the library park. A definite decision will probably be made at the next committee meeting in March.

Library Park Appears in 1950

As early as the article from the February 23, 1950 *Woodburn Independent*, reference was made to "the library park." The reference seems to be descriptive, however, rather than an indication of the park's actual name. Later references use the park's formal name (see above).

History as Prologue

On September 6, 1972, *Woodburn Independent* ran an editorial asking “Who owns library park?” There was confusion about who should maintain the park given the obvious overlap of interests among library and parks staff. There was concern about who was using the park, especially “minorities.” There were concerns about human waste being handled by library staff due to the lack of public restrooms. “Perhaps the problem of disposal of human waste matter in the park could be eliminated if a public rest room were provided.” And there was a proposal to replace the existing tennis courts with a parking lot.

Two weeks later, the issue of Library Park was met with the formation of “a committee for Library Park.” Chet Voliva, then chair of the parks board, lamented “previous attempts to improve and maintain the entire Library Park have been thwarted by lack of interest on the part of the general population and vandalism.” Still, the committee “came to the general agreement that we would like to see Library Park kept as a downtown park for a variety of uses by older people living in the vicinity, city employees and others who might wish to stop and eat lunch in the shade, young children in the area.” “It would be an asset and a spot of beauty in the downtown area.” Voliva also cautioned that “the entire block could supply area for future expansion of the library.”

Summary

Library Square was a historic enterprise for Woodburn that was first envisioned by the Woodburn Women’s Club—the founders of Woodburn’s library. The city council agreed to build it only after the Women’s Club and the Chamber of Commerce succeeded in its public campaign for the park. The council created the city parks board specifically to oversee **Library Square**. “Red Cross workers” built it by hand in exchange for the federal funds that fed them. Finally, members of the public proposed both the name “Library Square” and the design of the park.

Despite popular support, progress on the original vision of **Library Square** has been halting and has taken decades. Shrinking CWA budgets hampered completion of the original park in the 1930s. Four decades later, the “Committee for Library Park” lamented a lack of interest in the park and lobbied for a nice lawn and the addition of permanent furniture and public restrooms.


After a subsequent four decades, community organizations have contributed more than \$15,000 to improve the park. And the city’s Urban Renewal Agency, wittingly or otherwise, finally fulfilled a popular demand from 1972 by adding restrooms to the park. Library Park, as it has been known recently, is now the best fulfillment of Emerson Jones’ design for Library Square circa 1933 than it ever has been. I

Your Opinion Counts


There have been several suggestions for the best possible use of Library Park. One has been the possibility of constructing public rest rooms in the area. Do you feel the downtown area has need of such facilities?



"We need 24 hour rest room service in Library Park as it is cared for and maintained for public use. This has been a top priority need for some time."
Patricia Kosta, Rt. 2, Aurora



"The chance of vandalism is too great. There are service station facilities and restrooms in other businesses for use."
Robert Miller Rt. 1 Box 217, Woodburn



"Yes, Woodburn really needs some rest rooms downtown."
Mrs. R. L. Anderson 228 W. Lincoln



"I definitely do! Perhaps some civic organizations could pool their resources and take on the project. We've had a problem in downtown businesses when people ask to use our facilities."
Arlene Lareh 715 W. First, Woodburn

believe it would be perfectly fitting to recognize that historic vision, and the decades of popular support for the park, by rededicating “the library park” as historic **Library Square**.

As the library is obligated to post a plaque honoring the Friends of the Woodburn Public Library and Woodburn Rotary for their most recent gifts, it would be advantageous to be able to mount a larger combined plaque memorializing the rededication of historic Library Square on its 85th anniversary and those who contributed to it.

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
April 2018

Collections		Apr-18	Apr-17	Trend
	Number of physical units or licenses added	362	179	-

Services		Apr-18	Apr-17	Trend
	Total public service hours	213	208	2%
	Library visits	9,196	10,055	-9%
	Library2Go circulation	1,623	1,482	10%
	First time circulation	10,472	10,569	-1%
	Renewals	2,054	2,034	1%
	Total Circulation	14,149	14,085	0%
	Total number of reference transactions	430	464	-7%
	Total number of miscellaneous transactions	2,180	2,337	-7%
Programs or Presentations				
	Number of children's programs	17	21	-
	Number of persons attending children's programs (adults and children)	243	707	-
	Number of young adult programs	2	2	-
	Number of persons attending young adult programs (adults and children)	28	2	-
	Number of programs for adults	16	7	-
	Number of persons attending programs for adults	121	32	-
	Meeting room bookings	36	37	-
Interlibrary Loans Lent				
	Number transacted using a shared catalog (CCRLS)			0%
	Number made to all other libraries			
	Total loans to other libraries		-	0%
Interlibrary Loans Borrowed				
	Number transacted using a shared catalog (CCRLS)			0%
	Number made from all other libraries	18	21	-14%
	Total loans from other libraries	18	21	-14%

Other Information		Apr-18	Apr-17	Trend
	Total number of volunteers	12	14	-
	Total volunteer hours	77.50	112.00	-31%

Library Technology		Apr-18	Apr-17	Trend
	Total number of users of public Internet computers	1,947	2,000	-3%
	Total number of connections to public wireless Internet	10,564	5,641	87%

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
May 2018

Collections		May-18	May-17	Trend
	Number of physical units or licenses added	649	347	-

Services		May-18	May-17	Trend
	Total public service hours	222	222	0%
	Library visits	8,229	9,683	-15%
	Library2Go circulation	1,531	1,449	6%
	First time circulation	9,173	10,711	-14%
	Renewals	2,079	2,280	-9%
	Total Circulation	12,783	14,440	-11%
	Total number of reference transactions	379	373	2%
	Total number of miscellaneous transactions	1,950	2,102	-7%

Programs or Presentations				
	Number of children's programs	29	32	-
	Number of persons attending children's programs (adults and children)	2,917	2,464	-
	Number of young adult programs	1	2	-
	Number of persons attending young adult programs (adults and children)	-	1	-
	Number of programs for adults	11	6	-
	Number of persons attending programs for adults		69	-
	Meeting room bookings	34	31	-

Interlibrary Loans Lent				
	Number transacted using a shared catalog (CCRLS)			0%
	Number made to all other libraries			
	Total loans to other libraries		-	0%

Interlibrary Loans Borrowed				
	Number transacted using a shared catalog (CCRLS)			0%
	Number made from all other libraries	13	19	-32%
	Total loans from other libraries		19	-100%

Other Information		May-18	May-17	Trend
	Total number of volunteers	13	13	-
	Total volunteer hours	71.25	93.00	-23%

Library Technology		May-18	May-17	Trend
	Total number of users of public Internet computers	1,580	1,944	-19%
	Total number of connections to public wireless Internet	10,534	5,326	98%

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
June 2018

Collections		Jun-18	Jun-17	Trend
	Number of physical units or licenses added	262	339	-
Services		Jun-18	Jun-17	Trend
	Total public service hours	215	220	-2%
	Library visits	9,865	11,221	-12%
	Library2Go circulation	1,682	1,408	19%
	First time circulation	11,057	11,532	-4%
	Renewals	1,803	1,928	-6%
	Total Circulation	14,542	14,868	-2%
	Total number of reference transactions	390	455	-14%
	Total number of miscellaneous transactions	1,168	2,726	-57%
Programs or Presentations				
	Number of children's programs	26	32	-
	Number of persons attending children's programs (adults and children)	1,625	2,882	-
	Number of young adult programs	2	-	-
	Number of persons attending young adult programs (adults and children)	7	-	-
	Number of programs for adults	7	8	-
	Number of persons attending programs for adults	37	46	-
	Meeting room bookings	33	17	-
Interlibrary Loans Lent				
	Number transacted using a shared catalog (CCRLS)	4,265	4,067	0%
	Number made to all other libraries			
	Total loans to other libraries		4,067	0%
Interlibrary Loans Borrowed				
	Number transacted using a shared catalog (CCRLS)	4,481	4,795	0%
	Number made from all other libraries	16	17	-6%
	Total loans from other libraries		4,812	-100%
Other Information		Jun-18	Jun-17	Trend
	Total number of volunteers	14	12	-
	Total volunteer hours	65.00	77.25	-16%
Library Technology		Jun-18	Jun-17	Trend
	Total number of users of public Internet computers	1,998	2,295	-13%
	Total number of connections to public wireless Internet	10,434	6,255	67%