



City of Woodburn
Public Library Board Minutes
October 11, 2017 • 6:00 p.m.



1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ROLL CALL

Position I	Vacant (12/17)	
Position II	Bethany Weathersby (12/19)	Present
Position III	Nancy Kirksey, President (12/17)	Present
Position IV	Neal Hawes, Vice-President (12/19)	Present
Position V	Ian Niktab (12/17)	Absent
Position VI	Kathleen Boyer (12/19)	Present
Position VII	Logan Grabill-Brown (7/17)	Present

3. MINUTES – July 12, 2017

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

4. BUSINESS FROM THE PUBLIC

None.

5. BOARD REPORT

None.

6. FRIENDS OF THE LIBRARY REPORT

The Friends met in October but no business was conducted.

7. OLD BUSINESS

Building and Landscape Enhancements – John Hunter

Hunter informed the board that repairs on the library roof repairs are complete and that the roof no longer leaks.

8. NEW BUSINESS

Tree Issues in Library Park – John Hunter

Hunter informed the board that the nuisance “grand pine” that blocks the Library Park stage, is lifting the sidewalk, and generates increasing numbers of pine cones can be removed. The arborist indicated that it is “under stress.” However, he further indicated that a fir and a maple should be removed for safety reasons. That means a total of three

trees will be removed, not only one. However, the tree removal company has developed a plan to replace the three removed trees with 18 new trees.

Neal Hawes/Bethany Weathersby – Motion to endorse the removal of the three trees at issue and the planting of replacement trees was offered and seconded. The motion passed unanimously.

State Library Report Summary – John Hunter

Hunter summarized highlights from the annual report to the Oregon State Library.

9. MANAGER REPORTS

Library Statistics – July 2017-September 2017 – John Hunter

Quarterly performance statistics were presented. (See attachment.)

10. FUTURE BOARD BUSINESS

Next scheduled meeting is January 11, 2018.

11. ADJOURNMENT

Neal Hawes/Kathleen Boyer– Motion to adjourn meeting and seconded at 6:47 p.m.





ARBORIST REPORT

Review of grand fir tree
Located at: 290 Garfield St, Woodburn
Prepared for: City of Woodburn

By: Tim Jones
ISA Certified Arborist #PN-6819A
ISA Certified Tree Risk Assessor #CTRA-1168

Evaluation performed September 7, 2017

1. Definition of Assignment: Evaluate health of grand fir tree behind the library along 1st St.
2. Background History of Assignment: Tree has not been evaluated previously by our company.
3. Purpose of This Report: To identify potentially hazardous trees. Hazardous trees are broken into four categories conducive to International Society of Arboriculture (ISA) standards.

Failure Potential:	1=low	2=medium	3=high	4=severe
Size of Part:	1=1<6"	2=6 – 18"	3=18 – 30"	4=>30"
Target Rating:	1=occasional use	2=intermittent use	3=frequent use	4=constant use
Hazard Rating:	Low=0-3	Medium=4-6	High=7-9	Severe=10-12

Tree #	Species	Failure Rating	Size of Part	Target Rating	Hazard Rating
1	Grand fir	3	2 (limbs)	3	8
<p>Observations: Approximately 36" dbh (diameter at breast height) tree has 50% of normal crown density leading to weak photosynthesis which means tree cannot feed itself, multiple dead limbs, significant lean towards structure and soil around base is over-saturated and cannot be mitigated by pruning.</p> <p>Recommend: Recommend removal of tree because it posts an unreasonable risk to the public.</p>					



Hazard Rating Explanation

The Overall Risk Rating and Action Thresholds

<i>Risk Rating</i>	<i>Risk Category</i>	<i>Interpretation and Implications</i>
3	Low 1	Insignificant - no concern at all.
4	Low 2	Insignificant - very minor issues.
5	Low 3	Insignificant - minor issues not of concern for many years yet.
6	Moderate 1	Some issues but nothing that is likely to cause any problems for another 10 years or more.
7	Moderate 2	Well defined issues - retain and monitor. Not expected to be a problem for at least another 5 - 10 years.
8	Moderate 3	Well defined issues - retain and monitor. Not expected to be a problem for at least another 1 - 5 years.
9	High 1	The assessed issues have now become very clear. The tree can still reasonably be retained as it is not likely to fall apart right away, but it must now be monitored annually. At this stage it may be reasonable for the risk manager/owner to hold public education sessions to inform people of the issues and prepare them for the reality that part or the entire tree has to be removed.
10	High 2	The assessed issues have now become very clear. The probability of failure is now getting serious, or the target rating and/or site context have changed such that mitigation measures should now be on a schedule with a clearly defined timeline for action. There may still be time to inform the public of the work being planned, but there is not enough time to protracted discussion about whether or not there are alternative options available.
11	High 3	The tree, or a part of it has reached a stage where it could fail at any time. Action to mitigate the risk is required within weeks rather than months. By this stage there is not time to hold public meetings to discuss the issue. Risk reduction is a clearly defined issue and although the owner may wish to inform the public of the planned work, he/she should get on with it to avoid clearly foreseeable liabilities.
12	Extreme	This tree, or a part of it, is in the process of failing. Immediate action is required. All other, less significant tree work should be suspended, and roads or work areas should be closed off, until the risk issues have been mitigated. This might be as simple as removing the critical part, drastically reducing overall tree height, or taking the tree down and cordoning off the area until final clean up, or complete removal can be accomplished. The immediate action required is to ensure that the clearly identified risk of harm is eliminated. For areas hit by severe storms, where many extreme risk trees can occur, drastic pruning and/or partial tree removals, followed by barriers to contain traffic, would be an acceptable first stage of risk reduction. There is no time to inform people or worry about public concerns. Clearly defined safety issues preclude further discussion.

The Table shown above outlines the interpretation and implications of the risk ratings and associated risk categories. This table is provided to inform the reader about these risk categories so that they can better understand any risk abatement recommendations made in the risk assessment report.



ARBORIST REPORT

Review of maple tree
Located at: 290 Garfield St, Woodburn
Prepared for: City of Woodburn

By: Tim Jones
ISA Certified Arborist #PN-6819A
ISA Certified Tree Risk Assessor #CTRA-1168

Evaluation performed September 7, 2017

1. Definition of Assignment: Evaluate health of maple tree behind the library along 1st St.
2. Background History of Assignment: Tree has not been evaluated previously by our company.
3. Purpose of This Report: To identify potentially hazardous trees. Hazardous trees are broken into four categories conducive to International Society of Arboriculture (ISA) standards.

Failure Potential:	1=low	2=medium	3=high	4=severe
Size of Part:	1=1<6"	2=6 – 18"	3=18 – 30"	4=>30"
Target Rating:	1=occasional use	2=intermittent use	3=frequent use	4=constant use
Hazard Rating:	Low=0-3	Medium=4-6	High=7-9	Severe=10-12

Tree #	Species	Failure Rating	Size of Part	Target Rating	Hazard Rating
1	Maple	3	4	3	10
<p>Observations: Approximately 42-44" dbh (diameter at breast height) tree has multiple damaged main stems, multiple sites of conk growth and weeping infections and signs of severe stress. It appears the tree may be hollow which limits its nutrients storage abilities causing the stress in these drought-like conditions and cannot be mitigated by pruning.</p> <p>Recommend: Recommend removal of tree because it is in advanced state of decline and posts an unreasonable risk to the public.</p>					



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10	High 2	The assessed issues have now become very clear. The probability of failure is now getting serious, or the target rating and/or site context have changed such that mitigation measures should now be on a schedule with a clearly defined timeline for action. There may still be time to inform the public of the work being planned, but there is not enough time to protracted discussion about whether or not there are alternative options available.
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Regional resource



- A part of CCRLS – Chemeketa Cooperative Regional Library Service
 - Access to materials and electronic resources
 - Access to a 1.4 million item collection
 - Access to expertise
- 16,872 registered borrowers (up 9%)
- 37,478 person service population

woodburnPUBLIC LIBRARY

Lots of use

- Library open 2,557 hours in 2016-17
- 125,153 people visited (down 8%)
- 26,217 uses of public Internet (down 10%)
- 71,789 connections to Library Wi-Fi (up 14%)
- 6,220 people asked for help at the reference desk
- 5,074 kids and adults attended a library program

woodburnPUBLIC LIBRARY

Up-to-date collections

- **\$54,338** spent on materials in 2016-17
- **4,905** physical items added (books, magazines, DVDs)
- **9,093** Library2Go items added (e-books, audiobooks)
- **122,958** items available in Woodburn
- **English, Spanish and Russian**

woodburnPUBLIC LIBRARY

Lots of borrowing

- **180,598** total circulation in 2016-17 (flat)
- **140,322** first-time uses (down 3%)
- **24,876** renewals (up 8%)
- **15,400** total Library2Go circulation (up 22%)

woodburnPUBLIC LIBRARY

Lots of shifting around

- **19,350 items came in on the courier**
- **17,314 items went out on the courier**
- **25,891 items circulated to non-residents**
- **15 volunteers gave us 1,100 hours of their time**

woodburnPUBLIC LIBRARY

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
July 2017

Collections		Jul-17	Jul-16	Trend
	Number of physical units or licenses added	332	405	-

Services		Jul-17	Jul-16	Trend
	Total public service hours	217	210	3%
	Library visits	10,372	12,105	-14%
	Library2Go circulation	1,512	1,123	35%
	First time circulation	11,043	12,673	-13%
	Renewals	2,213	2,084	6%
	Total number of reference transactions	422	546	-23%
	Total number of miscellaneous transactions	2,280	3,044	-25%
Programs or Presentations				
	Number of children's programs	22	26	-
	Number of persons attending children's programs (adults and children)	666	783	-
	Number of young adult programs	1	7	-
	Number of persons attending young adult programs (adults and children)	2	9	-
	Number of programs for adults	9	6	-
	Number of persons attending programs for adults	787	715	-
	Meeting room bookings	13	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	18	4	350%
	Total loans from other libraries		4	-100%

Other Information		Jul-17	Jul-16	Trend
	Total number of volunteers	10	14	-
	Total volunteer hours	58.50	110.25	-47%

Library Technology		Jul-17	Jul-16	Trend
	Total number of users of public Internet computers	2,184	2,476	-12%
	Total number of connections to public wireless Internet	7,620	6,374	20%

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
August 2017

Collections		Aug-17	Aug-16	Trend
	Number of physical units or licenses added	300	346	-

Services		Aug-17	Aug-16	Trend
	Total public service hours	234	231	1%
	Library visits	11,111	12,017	-8%
	Library2Go circulation	1,623	1,239	31%
	First time circulation	11,118	12,659	-12%
	Renewals	2,198	2,115	4%
	Total number of reference transactions	403	615	-34%
	Total number of miscellaneous transactions	2,173	3,391	-36%
Programs or Presentations				
	Number of children's programs	17	23	-
	Number of persons attending children's programs (adults and children)	170	238	-
	Number of young adult programs	1	2	-
	Number of persons attending young adult programs (adults and children)	-	2	-
	Number of programs for adults	9	5	-
	Number of persons attending programs for adults	550	656	-
	Meeting room bookings	10	30	-
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	17	-	#DIV/0!
	Total loans from other libraries		-	#DIV/0!

Other Information		Aug-17	Aug-16	Trend
	Total number of volunteers	12	13	-
	Total volunteer hours	29.75	155.25	-81%

Library Technology		Aug-17	Aug-16	Trend
	Total number of users of public Internet computers	2,403	2,658	-10%
	Total number of connections to public wireless Internet	5,698	6,720	-15%

Woodburn Public Library
Monthly Statistics Reported to the Oregon State Library
September 2017

Collections		Sep-17	Sep-16	Trend
	Number of physical units or licenses added	401	345	-

Services		Sep-17	Sep-16	Trend
	Total public service hours	199	220	-10%
	Library visits	8,547	9,714	-12%
	Library2Go circulation	1,498	1,175	27%
	First time circulation	9,897	12,039	-18%
	Renewals	1,990	2,103	-5%
	Total number of reference transactions	333	522	-36%
	Total number of miscellaneous transactions	1,829	2,213	-17%
Programs or Presentations				
	Number of children's programs	14	34	-
	Number of persons attending children's programs (adults and children)	157	259	-
	Number of young adult programs	1	1	-
	Number of persons attending young adult programs (adults and children)	-	-	-
	Number of programs for adults	8	6	-
	Number of persons attending programs for adults	50	101	-
	Meeting room bookings	25	21	-
Interlibrary Loans Lent				
	Number transacted using a shared catalog (CCRLS)		4,655	0%
	Number made to all other libraries		-	
	Total loans to other libraries		4,655	0%
Interlibrary Loans Borrowed				
	Number transacted using a shared catalog (CCRLS)		5,065	0%
	Number made from all other libraries	18	10	80%
	Total loans from other libraries		5,075	-100%

Other Information		Sep-17	Sep-16	Trend
	Total number of volunteers	12	12	-
	Total volunteer hours	73.75	81.00	-9%

Library Technology		Sep-17	Sep-16	Trend
	Total number of users of public Internet computers	3,268	2,233	46%
	Total number of connections to public wireless Internet	6,390	6,047	6%