

**Clackamas County Library Advisory Board Meeting**  
**Virtually Via Zoom**  
**Minutes - Unapproved**  
**December 16, 2021**  
**5:30 pm**

**Attendance**

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Doug Jones	present	Vice Chair
Natalie Smith	Present	
Grover J. Bornefeld	present	
Leslie Shirk	present	
Kathy Gabriel	Present?	Non-voting alternate

Others present

Name	Notes
Mitzi Olson	BCS Library Manager
Mindy Garlington	Gladstone City Council
Paul Savas	Board of County Commissioners

**Call to Order:** The meeting was called to order at 5:30 p.m.

Approval of November 18, 2021 Meeting Minutes: Minutes accepted with no corrections.

**Director's Report-Mitzi**

- Still working on installing exterior cameras at Gladstone—they should be installed by February.
- Book sales going well at both locations with many volunteers.
- Slowly increasing traffic at computers and in the libraries. Some increase in mask issues.
- Working on a new book for the Gladstone story walk. Will be installed in February.
- Working on first round of the budget. There are several steps before the Board will review.

**Question re: LDAC report, statistics, Performance Clackamas, etc.-Mitzi**

- This report covers 7/1/2019-11/30/2019, while the City of Gladstone operated the Gladstone Library. Clackamas County assumed operation of the Gladstone Library December 1, 2019.
- Some journal entries had to be done recently to correct the personnel costs for the Gladstone Library fund in FY 20/21. The journal entry increased expenses on the Gladstone side.

### **Discussion on proposed Bylaw modification-Mitzi**

- The Bylaws need to be modified to align with the IGA, regarding the appointment of a Gladstone representative on LDAC. The Bylaws state that Library Board membership will recommend, the IGA states that the City Council will recommend Moving forward, the City of Gladstone wishes to maintain their option to recommend the LDAC member. BCC makes the appointment.
- **ACTION:** Doug made a motion to adopt the recommended wording to amend the Bylaws to comply with the IGA. Natalie seconded. Grover requested clarification about whether or not BCC must approve the change. Approved.

### **Gladstone Foundation and Oak Lodge Friends update-Mitzi**

- Mitzi has attended meetings for both, nothing of note to report.

### **Discussion about Library Board statement concerning the Concord Project to the BCC-Debrah**

- Suggested that a sub-committee meet to draft a statement from the Board. Several members offered ideas about the what the scope of this could be, which the Board discussed. Mitzi will send out a Doodle poll to schedule a Zoom meeting to draft a letter, preferably in the next couple of weeks.

### **Operational Budget in the new buildings-Mitzi**

- Has been working on the State report and noticed a discrepancy in how Temp employees working at Gladstone were being charged. This necessitated the late journal entries mentioned earlier for FY 20/21. The Gladstone Library fund will not be sustainable when considering the debt service that is currently planned at \$150k annually. Some things will need to be figured out going forward.

### **Public comment (3 minutes)-None**

**Next Meeting:** January 20, 2021

**Adjournment:** 6:30 pm

Respectfully submitted,

Robin Dawson