

## Library District of Clackamas County Advisory Committee

Minutes - **UNAPPROVED**

January 28, 2019

Clackamas County Development Services Building, Rm. 119

### **ATTENDANCE**

#### *Advisory Committee Voting Members*

<b>MEMBER</b>	<b>LIBRARY</b>	<b>ATTENDANCE</b>	<b>NOTES</b>
Kathleen Myron	Canby Public Library	Present	
Grover Bornefeld	Clackamas County Library - Oak Lodge	Present	
Connie Redmond	Estacada Public Library	Present	
Natalie Smith	Gladstone Public Library	Absent (excused)	Vice Chair
Al Matecko	Happy Valley Public Library	Present	Chair
<b>VACANT</b>	Lake Oswego Public Library		
Karol Miller	Ledding Library of Milwaukie	Present	
<b>VACANT</b>	Molalla Public Library		
Nick Dierckman	Oregon City Public Library	Present	
Kathleen Draine	Sandy / Hoodland Public Library	Present	
Aeric Estep	West Linn Public Library	Present	
Megan Chrisman	Wilsonville Public Library	Present	

#### *Others Present*

<b>NAME</b>	<b>NOTES</b>
Krista Downs	Pending LDAC Appointee, City of Milwaukie
Pat Duke	Director, Wilsonville Public Library
Jack Frick	Citizen
Irene Green	Director, Canby Public Library
Doris Grolbert	Director, Happy Valley Public Library
Melissa Kelly	Director, Lake Oswego Public Library
Michele Kinnamon	Director, Estacada Public Library

Katie Newell	Director, Ledding Library of Milwaukie
Mitzi Olson	Manager, Oak Lodge Library Interim Director, Gladstone Public Library
Rick Peterson	Library Manager, West Linn Public Library
Roger Reif	Canby LDAC Alternate
Paul Savas	Clackamas County Commissioner
Greg Williams	Deputy Director, Clackamas County Business and Community Services Manager, Clackamas County Library Network LDAC Liaison
Laura Zentner	Director, Clackamas County Business and Community Services

Call to order, introductions, and roll call.

A quorum being present, the meeting was called to order by Chair Al M. at 7:00 PM.

Al M. noted several new faces around the table and asked everyone to introduce themselves.

- Krista Downs introduced herself as the City of Milwaukie’s newly-nominated LDAC representative.
- Aeric Estep introduced himself as the City of West Linn’s new LDAC representative. He has been serving on the West Linn Library Advisory Board for two years, loves libraries and is excited to be serving on LDAC.
- Rick Peterson, West Linn Library Manager, introduced himself. Doug Erickson (West Linn Library Director) was unable to attend tonight’s LDAC meeting, so Rick is attending in his place.
- Melissa Kelly, new Lake Oswego Library Director, introduced herself. Melissa let the group know that Nancy Niland (Lake Oswego’s previous LDAC representative) had stepped down from the Lake Oswego Library Advisory Board, and that Melissa and the City would be working to identify a new LDAC representative.

As it was Karol M.’s last meeting as an LDAC member, Al M. asked her to share a few observations. Karol M. observed she felt that LDAC was in a good place and on solid ground, and credited Al M.’s leadership.

Approval of minutes

Kathleen D. moved to approve the minutes as submitted. Grover B. seconded. The motion passed unanimously.

Concord Property and Library Planning Task Force update

Greg W. reported that the Concord Property and Library Planning Task Force has met twice. The Task Force has been working on developing some ground rules about how the group will have discussions, come to consensus, and make decisions/recommendations. The group has also been

engaged in an exercise to define the community's values and what's important about the Concord Property. Those values should help guide the Task Force's future decisions and recommendations. The next Task Force meeting is scheduled for February 6<sup>th</sup> at 6:30 PM. The meeting will be held at the Concord Property and is open to the public.

#### Gladstone Community Library Planning Task Force update

Greg W. reported that the first meeting of the Gladstone Community Library Planning Task Force would be Wednesday, January 29<sup>th</sup> at 5:30 PM. The meeting will be held at Gladstone City Hall and will be open to the public. Greg W. anticipated this group would also engage in some preliminary work to establish ground rules.

In response to a question by Al M., Laura Zentner confirmed that no decision or conclusions about the future location of the Oak Lodge Library had been made. Grover B. concurred, stating that while it is logical to evaluate Concord as a potential site, no recommendations have been made.

#### Library Network Manager recruitment update

Greg W. gave a quick update on the recruitment for his replacement as Library Network Manager. He reported that first round interviews had been conducted and four finalist candidates had been identified. Those finalists will be interviewed by two panels, one made up of LINCC Library Directors, and one made up of Library Network staff.

#### Library District Task Force

Greg W. distributed a draft Library District Task Force proposal, and Al M. suggested that rather than engaging in an in-depth discussion of the proposal at this meeting, that the group conduct a brief review tonight, and that members take some time to review the proposal in anticipation of a more detailed discussion at the February meeting.

Greg W. briefly reviewed prior discussions the group had had regarding the Library District Task Force. He reminded the group that the primary goal of the Task Force would be to provide a mechanism by which stakeholders from every Library Service Provider could come together and evaluate/make recommendations on some of the issues and challenges facing the Library District. Based on previous discussions, those issues have seemed to revolve around three broad areas, namely Library Services, Library Funding, and District Administration. At previous meetings, a structure had been discussed consisting of a "main" Library District Task Force, with three distinct subcommittees (each focusing on one of the previously-identified subject areas). The subcommittees would bring their recommendations to the main Task Force, which would be responsible for synthesizing the information into a final series of recommendations for presentation to the Board of County Commissioners.

Greg W. reviewed a proposed timeline for the Task Force's work. The timeline lasts approximately 18 months and breaks the Task Force's work into four specific phases, namely:

- **PHASE 1 – PREPARATION (Jan. 2019 – May 2019)**

During this initial phase, the Library District Task Force proposal will be finalized, Board approval will be obtained, and various efforts to gather and produce information the Task Force will need to conduct its work will be completed.

- **PHASE 2 - ENGAGEMENT AND OUTREACH (May 2019 – July 2019)**

During this phase, engagement and outreach efforts will be conducted to solicit stakeholder feedback and educate potential Library District Task Force participants and the broader public about the Clackamas County Library District.

- **PHASE 3 - LIBRARY DISTRICT TASK FORCE AND SUBCOMMITTEE WORK (July 2019 – April 2020)**

During this phase, the Library District Task Force and its subcommittees will conduct research, engage in discussions, and formulate the recommendations which will eventually be provided to the Board of County Commissioners.

- **PHASE 4 - PREPARATION AND SUBMISSION OF FINAL REPORT (May 2020 – July 2020)**

During this phase, the Library District Task Force will produce a final report to be presented to the Board of County Commissioners.

Kathleen M. asked if the subcommittee composition would be the same as the Task Force composition. Greg W. responded that, based on prior discussions, the draft proposal would allow Cities/Library Service Providers to appoint different people to the Task Force and subcommittees; one of the previously-identified goals for the Task Force was to encourage participation from a variety of stakeholders, and allowing different people to participate in different subcommittees could be a way to facilitate that broader participation.

Grover B. observed that the current proposal combined the Oak Lodge library, Gladstone Library, and LINCC Library Services into a single delegation. Grover B. indicated that this combination warranted further discussion, especially given some of the uncertainties going forward regarding the County's anticipated operation of the Gladstone Library.

Karol M. observed that Cities would be appointing representatives to the Task Force and subcommittees, and wondered if representation of unincorporated residents had been considered. Greg W. indicated he'd welcome additional feedback/suggestions on that topic. He observed that most libraries' service area includes both City and unincorporated residents, and that since the composition of each local library board should reflect the proportion of city and unincorporated residents within a service area, each City should have the option of appointing a board member living in an unincorporated area to the Task Force and/or its subcommittees. Grover B. observed that while significant progress had been made towards proportional representation on local library boards, he didn't feel such proportionality had been achieved in all cases. Karol M. suggested that the proposal might include an additional delegation consisting of representatives for unincorporated residents.

Nick D. shared some of Oregon City's difficulties in recruiting members for their library board from the unincorporated parts of the library's service area and wondered if others had any suggestions. Grover B. shared that library staff, who have established relationships with many library patrons, might be a good resource to provide patrons (especially those from unincorporated areas) with information about serving on the library board. Al M. also said he felt it was incumbent on current library board members to assist with recruiting efforts as well.

Kathleen D. indicated that while the Task Force's evaluation of administration/governance issues wouldn't happen for some time, nothing prevented LDAC from continuing to address those issues. She indicated she felt that the Task Force in some ways "neutered" LDAC and urged the group to maintain its current advisory role. Al M. said he felt the Task Force would help expand the visibility of issues facing the District and expand the ability to discuss these issues with individual cities. Kathleen D. wondered why LDAC couldn't convene a meeting of City Managers to discuss these issues. She feared the Task Force was "bureaucratic bloat", and worried that the Task Force wouldn't be as productive as hoped. From the audience, Jack Frick indicated concern that the Task Force would operate independently of LDAC. Al M. said he anticipated LDAC members would be participating in the Task Force's work. Al M. also observed that unless all the cities were involved and "on board", there was little chance of addressing some of the issues facing the District.

Grover B., citing the past history of LDAC, expressed a concern that there was no mechanism to ensure that Cities would involve citizens (as opposed to staff) in the Task Force. Al M. observed it would be incumbent on LDAC members to stress to City Councils and City Managers the importance of involving citizens.

Al M. asked Commissioner Savas to share his thoughts; Commissioner Savas indicated he saw nothing but an upside to having a Task Force with multiple stakeholders, especially when discussing how to ensure sufficient future funding for library services. Kathleen D. again wondered why LDAC couldn't be the forum in which such issues were discussed and recommendations to the BCC were formulated. Al M. pointed out that changes to the Maser IGA would require cities' buy-in, and that the Task Force structure would ensure that cities were involved in examining the issues facing the District.

Grover B. expressed his belief that allocated costs were still a significant issue, and said he was looking forward to the Data Subcommittee continuing their work to examine allocated cost data.

Commissioner Savas reminded members that individual cities owned their City libraries, and that allocated costs are different in each City. He mentioned that the charge of the District isn't to run individual libraries or to control City budgets. Cities are important, independent partners in the District. Commissioner Savas commended the work LDAC has done and the progress the group has made and encouraged LDAC members to respect the roles of all the stakeholders in the District.

Katie Newell indicated she hoped to get perspectives and input from different people (especially those who may not be current library users or supporters) and felt that the Task Force could facilitate doing so.

### Old Business

Noting that Karol M. would no longer be participating on the Data Subcommittee as an LDAC member, Al M. asked if there was another member who might wish to participate. Nick D. volunteered.

Al M. asked LDAC members to make an effort to commit to serving on LDAC during the entire duration of the Task Force's work.

Greg W. indicated he'd send out a Doodle poll to determine the next meeting date of the Data Subcommittee. He confirmed that the plan was for the Data Subcommittee to make refinements to the existing Annual Progress Report Form before distributing it to be filled out. Al M. indicated the Library Directors' feedback on the form was invaluable and welcome.

### Scheduling next meeting

The next meeting was scheduled for Monday, February 25<sup>th</sup> @ 7:00 PM. Al M. indicated he did not foresee the group meeting in March.

### Library News and Announcements

- Oregon City – The library's strategic plan was presented to the City Commission during a recent work session. The library hopes the plan will be accepted/approved. Staff are already preparing for summer programs, with the expectation they will (once again) be very well-attended.
- Ledding Library of Milwaukie – The foundation for the new library has been poured. The Library is participating in a Library of Things pilot project (along with several other LINCC libraries). Starting February 1<sup>st</sup>, Monday – Thursday hours will change to 9:00 AM – 8:00 PM.
- Estacada – The library is participating in the Dolly Parton Imagination Library, with support from the Friends of the Library and the Estacada Community Foundation. Part of the library parking lot is now a TriMet Park and Ride.
- Oak Lodge – Work is continuing on merging operations of the Oak Lodge and Gladstone libraries. Hours are now consistent at both locations. The hope is to officially combine operations starting 7/1/19. Gladstone and Oak Lodge staff are working collaboratively on projects with area schools, focusing on promoting use of educator cards and working to get kids signed up for library cards.
- Canby – The City is in the final stages of approving two unincorporated residents to serve on the Library Board. The Board is also in the process of adding a student member. A proposal will be made to increase library general fund support next fiscal year to \$55,000. There is an anticipated budget shortfall this year of \$15,000, and a potential shortfall next year of \$100,000. The Library Board will be reporting to the City Council in March.

- Wilsonville – As part of their “Electric Avenue” program, PGE will be installing electric vehicle charging stations in front of the library in the next year or so.
- Sandy/Hoodland – 128 people attended the recent Dia de los Muertos program, and 38 people participated in the Sunday Seed Swap. Chinese New Year and Teen Lock-In programs are coming up. The library’s Hispanic Contact Librarian recently held a community resource fair (featuring a dozen community partners) at the agricultural housing facility in Sandy.
- West Linn - The Library Foundation raised enough money to fund participation in the Dolly Parton Imagination Library for the next two years. The library recently launched the Kanopy streaming video service. The library is also participating in the LINCC Library of Things pilot project.
- Lake Oswego – Lake Oswego Reads will be starting in February. This year’s book is “The Book of Unknown Americans” by Cirstina Henrriquez. There will be many programs throughout the month, including a presentation by the author on February 13<sup>th</sup>. The library recently completed a mini-renovation on first floor, replacing carpeting and shelving.
- Happy Valley – The library’s strategic plan is going to the City Council on February 19th. Doris Grolbert (Happy Valley Library Director) encouraged everyone to dig into the preliminary State Library of Oregon FY 17/18 public library statistics; Doris feels that, as a consortium, LINCC can be very proud of its accomplishments.
- Library Network – Greg W. recognized the County’s Sustainability and Solid Waste (SSW) program for their logistical and financial support of the LINCC Library of Things pilot project that had been mentioned by several libraries. He also thanked Public and Government Affairs for their support and assistance with publicizing the pilot project.

Al M. suggested that LDAC members could stop by the Library Network Office to see the book sorter in action. Greg W. said he’d work to figure out some possible dates/times for interested LDAC members to stop by.

Al M. asked Commissioner Savas if he had any updates to share. Commissioner Savas shared that the Board was working on addressing transportation issues. He also briefly discussed the recently-passed housing bond, indicating it could provide the resources to help a significant number of families in Clackamas County. Today was the last day of the 2019 Point-In-Time count, which identifies people experiencing homelessness or inadequate housing. The County is hoping to get closure on the legal dispute between NCPRD and the City of Happy Valley. New park facilities are in the works for underserved areas, including Milwaukie Bay Park and the Concord Property. Finally, Gary Schmidt (currently Director of the County’s Public and Government Affairs Department) has been selected as the new County Administrator to succeed the retiring Don Krupp.

### Adjournment

Grover B. moved to adjourn the meeting, Connie R. seconded, the motion passed unanimously, and the meeting was adjourned at 8:32 PM

*-Minutes submitted by Greg Williams*