

# Gladstone Community Library Planning Task Force



## Charter

### **BACKGROUND**

In October 2017, the City of Gladstone and Clackamas County entered into an agreement which contemplates the County constructing and managing two new libraries, one in the Oak Lodge library service area, and one in the City of Gladstone on the current City Hall site (525 Portland Avenue).

In May 2018, City of Gladstone voters approved ballot measure 3-530, which provided necessary Charter approvals for the implementation of the agreement between Clackamas County and the City of Gladstone.

The Board of County Commissioners has authorized the creation of a Gladstone Community Library Planning Task Force to evaluate the needs of the Gladstone community and advise the Board of County Commissioners on the new Gladstone library's facilities, services, and governance.

### **CHARGE**

The Task Force will serve in an advisory capacity to the Board of County Commissioners, and is charged with the following purposes:

- To assist in the assessment, evaluation, and prioritization of the needs of Gladstone library users. This assessment may include, but not be limited to: analysis and prioritization of community library needs; assessing conditions at the Portland Avenue site; recommending best use(s) of space within a new library facility based on prioritized needs; evaluating opportunities for cost savings and operational efficiencies between Gladstone and Oak Lodge locations; working with consultants as necessary; and assisting in the review of financial estimates and forecasts.
- To evaluate best practices for library governance and make recommendations on the future role of the Gladstone Library Advisory Board.
- After submission of the Task Force's recommendations to the Board, and consistent with the Board's subsequent direction, to assist with and advise on the creation of a Master Plan for the development of the Gladstone library. The Master Plan will likely include, but not be limited to: project principles, a site plan, conceptual building floorplans, cost estimate and schedule, phasing plan, and a funding strategy.

- During any subsequent construction of the Gladstone Library, to serve as a community liaison group. The Task Force will receive periodic project updates, assist with disseminating project information to the community, and provide community feedback.
- To provide quarterly updates on Task Force activities to the Board of County Commissioners and the Gladstone City Council.

### **MEMBERSHIP AND STAFF SUPPORT**

The Task Force will consist of 13 voting members, selected/appointed as follows:

- The Gladstone Library Advisory Board shall recommend a total of six members, as follows:
  - Four members shall be drawn from the Gladstone Library Advisory Board.
    - Once appointed, members drawn from the Gladstone Library Advisory Board may continue serving on the Task Force even if their Board terms expire before the conclusion of the Task Force's work.
  - Two members shall be drawn from the Gladstone Library Foundation.
- One member shall be recommended by and drawn from the Clackamas County Library Board of Trustees.
  - If this member's term as a Library Board of Trustee expires before the conclusion of the Task Force's work, a new member recommended by and drawn from the Clackamas County Library Board of Trustees shall be appointed.
- Six at large members shall live within the Gladstone Library service area, with at least one of these members living in the unincorporated portion of the Gladstone Library service area.
  - These members shall be selected through a recruitment process. Applications will be solicited by Clackamas County, and reviewed by a Selection Committee composed of:
    - Two members of the Gladstone City Council
    - The Gladstone City Manager
    - One member of the Gladstone Library Advisory Board who is not serving on the Task Force
    - The Director of the Oak Lodge Library
    - The Project Manager
    - A representative from Clackamas County Business and Community Services

- The Board of County Commissioners shall appoint the Task Force members selected/recommended above.

In the event of a vacancy, the Task Force (by majority vote) shall appoint a new member. Any such appointment shall be consistent with the membership criteria above.

The Task Force will be supported by a dedicated Project Manager, employed by Clackamas County. The Project Manager shall be an ex-officio, non-voting member of the Task Force. Additional administrative support will be provided by County staff.

### **TERM**

The term of membership shall be until the completion of the Task Force's work, or until dissolution of the Task Force by the Board of County Commissioners. The anticipated time commitment for Task Force members is three years, lasting from Task Force formation through the end of any potential construction.

The Task Force shall meet at least quarterly; membership may establish a more frequent meeting schedule to meet project needs.

### **GOVERNANCE STRUCTURE**

The elected officers of the Task Force shall consist of a Chair and a Vice-Chair.

Officers shall serve for a term of one year. Officers shall be elected by a majority vote of Task Force members and may be removed for any reason by a two-thirds vote of Task Force members.

The Chair and the Project Manager shall jointly establish the agenda for Task Force meetings. The Chair shall preside over meetings. The Vice-Chair shall preside in the absence of the Chair.

The Task Force advises the Board of County Commissioners, the Project Manager, and County staff, and has no formal delegated power of authority to represent Clackamas County or commit to the expenditure of any funds. The Task Force may identify members to present recommendations to the Board, other governing bodies, and/or other community groups as needed.

### **OTHER COMMITTEES**

The Task Force Chair and Project Manager shall jointly establish and select members for any other standing or special committees, as deemed necessary. For all committees, the Task Force Chair shall be an ex-officio, voting member, and the Project Manager shall be an ex-officio, non-voting member.

#### **QUORUM AND CONDUCT**

A quorum shall consist of a majority of voting members.

All Task Force meetings shall be conducted in accordance with Oregon Public Meetings Law. Task Force members will work cooperatively and collaboratively with each other and the Project Manager. The Task Force will endeavor to reach consensus on all decisions and recommendations.