



**Clackamas County Library Advisory Board  
Meeting Agenda  
July 22, 2024  
5:30 pm**

**Hybrid: In person at Oak Lodge Library or virtual via Zoom**

<https://clackamascounty.zoom.us/j/89078898118?pwd=bHhCMYyaCLW28WaZyUll09aM9sdiTXL.1>

Passcode: 323700

Webinar ID: 890 7889 8118

<b>Topic</b>	<b>Time</b>	<b>Information Discussion Decision</b>	<b>Lead</b>
Library Board meeting call to order	5:30 pm		Debrah
Approve June Minutes	5:35 pm	Decision	Debrah
Reports/Discussion items:			
a) Director’s Report	5:40 pm	Information	Mitzi
b) Upcoming changes to public open hours	6:00 pm	Information	Mitzi
c) Public Comment (3 minute limit)	6:05 pm	Information	Debrah
Adjourn	6:15 pm		Debrah
Next meeting: October 28, 2024			



Clackamas County Library Advisory Board Meeting  
Hybrid: In Person and Virtually Via Zoom  
Minutes - **Unapproved**  
June 20, 2024  
6:00 pm

**Attendance**

Voting members

Members	Attendance	Notes
Debrah Bokowski	present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Evan Griffith	present	
Caitlin Gonzales	Not present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Anatta Blackmarr	present	Alternate (Oak Lodge)

Others present

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

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

**Approval of Meeting Minutes:** May 23, 2024. Grover made a motion to approve. Seconded by Natalie.  
APPROVED.

**Reports**

**Director’s Report: Mitzi**

- Seeing an escalation in aggressive behavior, including property damage, mostly at Oak Lodge, but also at Gladstone this week. This makes two incidents with property damage in one month.
- Meeting schedule change request: third or fourth Mondays. The Library Board agreed on the fourth Mondays at 5:30 for the new meeting time.
- No meeting in August and September, due to new library transition. Next meeting on July 22 at 5:30 pm.

- Community Room policy for Gladstone needs to be approved. The policy will be revisited to include after hour use within the first year of occupancy.
  - Grover made the motion to approve, seconded by Evan; APPROVED.
- Interviewing Board members this evening, recommendation will not be heard by BCC before the end of July or later.
- Working on email for Gladstone patrons about upcoming library closure and move.

#### **Proposal to Change Public Hours at Both Libraries-Dan**

- DTD has reviewed staffing model of relying on temp on-call employees. Is there a way to staff in a different way?
- Proposal: Monday, Friday, Saturday 10-6, Tuesday, Wednesday, Thursday 11-7, closed on Sundays, to take effect when new Gladstone opens.
- Grover expressed concern about how District funds are being spent, especially the increase in allocated costs.
- Discussion of budget and perceived problems with budget process. Seeing a five-year forecast would be helpful.
- Debrah mentioned the Library Board has legal standing, and they need the budget information in a timely manner to perform their stated duties.
- Commissioner Savas added that Oregon Budget Law must be followed regarding the budget document itself, but some of the information is available ahead of time. Also, about allocated costs: analogous to paying rent or for utilities because you have to have them.
- The decision to change hours can be reviewed in the future to determine if revisions need to be made.
- Anatta made a motion to accept the proposed hours. No second.
- Dan acknowledged the difficulty of the decision, but also that he would not be returning for a third discussion. He expressed his appreciation of the group.
- Mitzi added that the library needs to prioritize what the library is able to offer, but the Library Board has chosen to prioritize Sunday hours even though patrons have demonstrated a change in usage patterns. We are seeing significantly lower door counts and computer usage on Sundays. Dan added that they may just need to change the hours without the Board's recommendation.

Public meeting adjournment: 7:00 pm

#### **Library Board Interviews – closed to public**

- The Library Board conducted two interviews and agreed to recommend that the BCC appoint Natalie Smith for a second-term representing the City of Gladstone, Ryan Healy for a first-term Oak Lodge member, and Dan McCue as a first-term Oak Lodge alternate.
- Anatta Blackmarr resigned as the Oak Lodge alternate effective July 1, 2024.

Closed meeting adjournment: 8:05 pm

Next Meeting: **July 22, 2024 at 5:30**

Respectfully submitted,

Robin Dawson

**Clackamas County Library Advisory Board Meeting**  
**Hybrid: In Person and Virtually Via Zoom**  
**Minutes - Approved**  
**May 16, 2024**  
**6:00 pm**

Attendance

Voting members

<b>Members</b>	<b>Attendance</b>	<b>Notes</b>
Debrah Bokowski	present	Chair
Grover J. Bornefeld	present	Vice Chair
Natalie Smith	present	
Evan Griffith	present	
Caitlin Gonzales	Not present	
Nancy Eichsteadt	present	Non-voting alternate (Gladstone)
Anatta Blackmarr	present	Voting alternate (Oak Lodge)

Others present

<b>Name</b>	<b>Notes</b>
Mitzi Olson	DTD Library Manager
Sarah Eckman	DTD Deputy Director

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

**Approval of Meeting Minutes: April 18, 2024.** No changes or corrections.

**Reports**

**Director's Report: Mitzi**

- Seeing an uptick of patron incidents at Oak Lodge. Connecting with County resources for additional help. City of Gladstone is also in the process of hiring a Behavioral Health Specialist.
- Will be attending the LDAC meeting on Monday virtually.
- Will have a table at the Gladstone Spring Market on Saturday at the Gladstone Community Center.
- Library Board recruitment is up for City of Gladstone position and unincorporated Oak Lodge position. Recruitment closes June 10. Candidates will be interviewed at the June Board meeting.
- Library staff recruitment should be posted soon.
- Gladstone moving budget came in under what was predicted. Movers will pack and staff will unpack. Project is on track, just waiting for confirmation of shelving.
- Book budget for Gladstone has been spent in its entirety. Next year we will be able to focus more on spending consistency for the Oak Lodge collection.
- Last year, the Gladstone book budget was reduced-it has been restored in full.
- Book lockers for the new libraries came in under budget. Both libraries will have lockers at the new facility.

- First year that we are having Summer Reading visits in the schools.
- Fine schedule reduction conversation has been postponed for now.
- Gladstone Grand Opening scheduled for Saturday, September 28, mid-day.

**Library Hours Schedule Change Proposal: Sarah**

- Open hours for the new libraries being evaluated, due to budget constraints and anticipated increase in library usage.
- Proposal: Close Sundays, change Tuesday, Wednesday, Thursday to 11:00-7:00, resulting in a 10-hour weekly reduction.
- Two new positions have been approved: full-time permanent Librarian and limited-term (two years) Library Assistant.
- May need some additional flexibility to optimize operations. Closing on Sundays would help redistribute staff to the other days of the week. Statistics show that visitor patterns post-pandemic have changed and both libraries are quiet on Sundays and in later evening hours.
- Many efficiencies were implemented when the libraries merged. This is an effort to redistribute and maximize resources. It would not mean a reduction in programs offered to the communities. Adding the book lockers would provide some access outside business hours.
- If approved, schedule changes require proper notice to staff.
- Grover addressed possible conflicts with the voter-approved formation of the District, which specifies using funds for services, and that allocated costs should only be charged in direct correlation to services provided.
- ACTION: Anatta moved that the Board accept the proposed change in hours. No second was offered, so it will be taken up again at the next meeting.

**Budget Discussion: Sarah**

- Publicly available this week.
- Feedback from Natalie for Sarah to take back to the County: All the various library budget committees should be working together on budget issues rather than as separate groups.
- Debra: It is redundant to have a Library Budget Committee when the Library Advisory Board is legally required to approve the budget. There has not been enough time to review the budget.
- Grover: Allocated costs, which have increased exponentially, are not in compliance with the Library District IGA.
- Sarah: Feedback can also be given directly to the County Budget Committee.
- Budget subcommittee (Grover, Natalie, Debra, Nancy, Evan) to meet with a County representative before May 29 to formulate message for the County Budget Committee?

**LDAC Update: Natalie & Grover**

- There is a meeting on Monday, May 20<sup>th</sup>.

**Public Comment: None**

ADJOURNMENT: 7:36 pm

Next Meeting: June 20, 2024

Respectfully submitted,  
Robin Dawson

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	10-6	11-7	11-7	11-7	10-6	10-6

New open public hours effective **September 1, 2024 for the Oak Lodge Library**, and **September 16, 2024 for the new Gladstone Library**.