



Minutes – Meeting #1
Gladstone Community Library Planning Task Force
Tuesday, January 29th, 2019, 5:30 p.m.

Gladstone City Hall
525 Portland Avenue
Gladstone, OR 97027

APPROVED

Task Force Members Present: Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Oscar Haugen, Laurene McClintock, Lisa O'Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Natalie Smith, Libby Spencer, Beverly Chase, Lani Saunders, Leslie Shirk

Staff and Officials Present: Paul Savas, Clackamas County Commissioner; Tammy Stempel, Mayor, City of Gladstone; Ken Humberston, Clackamas County Commissioner; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Donna Robinson, BCS Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Ellen Rogalin, Public & Government Affairs; Jacque Betz, Manager, City of Gladstone; Liz Weber, Administrative Specialist, BCS

The meeting began at 5:30 p.m.

Welcome and Introductions

Commissioner Savas, Commissioner Humberston and Mayor Stempel welcomed Task Force members and thanked them for their involvement in the project and their community.

Laura Zentner thanked everyone for attending, spoke to the excitement surrounding this project and provided some background about Business & Community Services.

Donna Robinson welcomed the group and described her professional background working as a project manager for the Oregon Department of Transportation (ODOT) and other clients.

Allison Brown with JLA Public Involvement walked through the meeting agenda and asked Task Force members to introduce themselves.

- **Leslie Shirk** -- appointee from the Clackamas County Libraries Board of Trustees; believes in libraries and is excited for the city and its new library
- **Nancy Eichsteadt** – member of Gladstone Library Board, 33-year resident of Gladstone and soon-to-be-retired from Portland State University

- **Natalie Smith** -- member of Gladstone Library Board, 18-year resident of Gladstone and dedicated library user
- **Beverly Chase** -- member of Gladstone Library Foundation Board; involved with libraries since age 7
- **Libby Spencer** -- new member of Gladstone Library Board, 38-year resident of Gladstone; previously served on Gladstone School Board
- **Debrah Bokowski** -- at-large member; lives in Gladstone Library service area; retired professor and dean from Marylhurst University
- **Lani Saunders** -- member of Gladstone Library Foundation Board; 15-year resident of Gladstone with a background in education
- **Nancy Turner** -- at-large member; 30-year resident of Gladstone; retired speech pathologist
- **Margaret Bertalan** -- member of Gladstone Library Advisory Board; 43-year resident of Gladstone; retired RN
- **Todd Anslow** -- at-large member; Gladstone resident since 1955
- **Kristi Heller-Shaffer** -- at-large member; 15-year Gladstone resident; volunteer at Gladstone Library
- **Lisa O'Brien** -- at-large member; 17-year resident of Gladstone; retired middle school teacher
- **Lorraine McClintock** -- at-large member; 22-year resident of Gladstone; retired special education teacher
- **Oscar Haugen** -- at-large member; 12-year resident of Gladstone and a longtime library user.

Project Background

Donna Robinson and Greg Williams provided background for this project via a PowerPoint presentation.

Donna reviewed an initial process chart diagram and said she would present a new process diagram at the next meeting. She explained the diagram and scope of work would be the guidebook for staff, Architectural Design Team and Task Force members on how the project will progress.

Donna briefly reviewed the project organizational chart. She explained the Board of County Commissioners (BCC) are the ultimate authority over the project. The BCS Director, Project Manager and the Project Management Team directs the Project Team (project staff and consultants). The primary role of the Task Force will be to provide recommendations to the Project Team and in turn, the BCC, and to act as community ambassadors for the project.

There were a few follow up questions from the Task Force:

1. There is currently no firm site for the Oak Lodge Library?
A. Yes. The Concord Task Force will be making a recommendation for the Oak Lodge Library location.
2. How does consolidating projects save money?
A. Consolidating projects is more efficient for the County project team, creates better coordination for the programming of the Gladstone and Oak Lodge Libraries and is more efficient if the work can be done by the same Architectural Design Team.
3. What happens if the Gladstone project gets out of sync with the Oak Lodge/Concord project?
A. The NCPRD Concord Property and Library Planning Task Force is currently a one meeting ahead of the Gladstone Library in terms of Task Force meetings. Moving forward, the project process and schedule projects the library projects running concurrently with the NCPRD Concord property

community center and park. A process diagram, explaining the steps in the project and a timeline will be presented at the March Task Force meeting. However, after the Architectural Design team is hired the process and schedule may be revised to increase efficiencies, meet funding needs etc.

4. Who decides where the Oak Lodge library will be located?

A. The Concord Task Force will recommend a location to the Board of County Commissioners who will make the final decision.

5. When will the city hall property become available for construction of the new library?

A. Approximately May 2020 the City will be completely vacated from the building. However, the building will need to be demolished before the site is ready for construction. A date has not been set by the City for demolition of the city hall building.

6. Was the decision to place the new Gladstone Library on the city hall property part of the settlement agreement?

A. Yes.

Meeting Protocols

Allison Brown introduced the draft meeting protocols -- the rules that govern how the group will work collaboratively toward the common goals identified in the charter. She led the group in a review and discussion of each protocol.

There was general agreement on the protocols as presented except for the following:

- “Missing four consecutive, unexcused meetings will result in removal from the Task Force” was changed to: “Missing three consecutive meetings may result in removal from the task force.”
- The group agreed that a consensus require either 10 or 11 out of 14 members, and 8 out of 10 members would be considered a quorum.

Allison will make the necessary changes to the protocols and bring to next meeting for final approval.

Closing

Donna Robinson reminded the Task Force that the regularly scheduled meetings will be on the second Wednesday of each month from 5:30-7:30pm at Gladstone City Hall. There will not be a meeting in February; the next meeting will be Wednesday, March 13.

Next steps will include nominating a chair and vice chair. Members are encouraged to bring ideas to the next meeting of what type of information will make their jobs as task force members easier when making recommendations.

Public Comment: None

The meeting concluded at 7:30 p.m.

Relevant Post-Meeting Communication

A link to the video from the presentation was emailed to task force members on 1/30/2019.

NEXT MEETING:

5:30-7:30 p.m., Wednesday, March 13, 2019

Gladstone City Hall – Council Chambers