

Library District of Clackamas County Advisory Committee

Minutes - **APPROVED**

March 27, 2017

Clackamas County Development Services Building, Rm. 119/120

ATTENDANCE

Advisory Committee Voting Members

MEMBER	LIBRARY	ATTENDANCE	NOTES
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	Present	
Al Matecko	Happy Valley Public Library	Present	
Nancy Niland	Lake Oswego Public Library	Absent (excused)	Vice Chair
Karol Miller	Ledding Library of Milwaukie	Absent (excused)	
VACANT	Molalla Public Library		
Don Wright	Oregon City Public Library	Present	
George Hoyt	Sandy Public Library	Present	
Pam North	West Linn Public Library	Present	Chair
Caroline Berry	Wilsonville Public Library	Present	

Others Present

NAME	NOTES
Greg Williams	Clackamas County Library Network - LDAC Liaison
Diana Hadley	Director, Molalla Public Library
Jim Bernard	Chair, Clackamas Board of County Commissioners
Paul Savas	Vice Chair, Clackamas Board of County Commissioners
Mary Jo Cartasegna	Commissioner Policy Coordinator, Clackamas County
Mitzi Olson	Manager, Oak Lodge Library
Bill Baars	Director, Lake Oswego Public Library
Katie Newell	Director, Ledding Library of Milwaukie
Doris Grolbert	Director, Happy Valley Public Library

Maureen Cole	Director, Oregon City Public Library
Irene Green	Director, Canby Public Library
Sarah McIntyre	Director, Sandy and Hoodland Public Libraries

MINUTES

Call to order, roll call, and approval of minutes from previous meeting

The meeting was called to order by Chair Pam North at 6:59 PM.

Roll call was taken. From the audience, Jim Bernard, Chair of the Clackamas Board of County Commissioners, addressed the group, recalling his previous experiences with the Library District. Chair Bernard expressed hope that the issues surrounding the Gladstone Library would be resolved, and noted that both the residents of Gladstone and the members of the community outside Gladstone need a library. He thanked the members of LDAC for their efforts.

Grover Bornefeld moved to approve the minutes of the 1/23/17 meeting as submitted. Caroline Berry seconded. The motion passed unanimously.

Future Annual Progress Report forms

Greg Williams indicated that, based on feedback from the last LDAC meeting, the group wanted to start looking at the Annual Progress Report forms to ensure that libraries were collecting and submitting information that was useful for LDAC.

Grover Bornefeld indicated he had spent some time reviewing the reports submitted, and that he felt the current form neither asked for enough information nor provided sufficient detail needed by LDAC members to fulfill their obligations set out in the bylaws.

Pam North passed out copies of the Oregon Public Library Statistical Report. She wondered whether data from this report, which is already prepared and submitted by public libraries on an annual basis, might augment the data from the Annual Progress Report form, and whether the two reporting processes might somehow be combined. Pam observed that the Statistical Report is generally submitted by libraries in October. Pam offered that, based on her first-hand experience submitting these reports, she felt the data provided was accurate and supported by City budget documents.

Connie Redmond asked if the Statistical Report was more detailed than the Annual Progress Report, particularly when it comes to revenue data. Pam North answered she felt it might not dig down as deeply as desired, but that the data reported would be more uniform and consistent. Pam thought that it would be possible to augment the Statistical Report with some additional information, but that utilizing the Statistical Report would be much easier for

libraries. Pam also indicated that the Oregon State Library is interested in aligning the Statistical Report with Oregon Library Association public library standards.

Greg Williams provided some additional information on the Oregon State Library's collection process and timetable. Pam North indicated the compiled data is publicly available on the Oregon State library website.

George Hoyt observed that the reason the Annual Progress Report form was created was that the Statistical Report does not adequately deal with financial information.

Grover Bornefeld wanted to look at the Statistical Report data in more detail. He also indicated that some of the financial data reported on the Annual Progress Report form didn't make sense, and that he found it difficult to be a responsible representative of taxpaying citizens utilizing that data. Grover felt the group needed significant additions and clarity of data.

Maureen Cole said library directors understood the need to paint a clear picture for LDAC representatives, and that she felt that section 3 of the Statistical Report does provide more granular detail about some revenue sources than the current Annual Progress Report. It might not be perfect, and it might take a reporting "cycle" to get a better idea of what it might be missing, but she felt the Statistical report was better than the current Annual Progress Form.

Katie Newell observed that the current Annual Progress Report form does not accommodate reporting some types of revenue, which may lead to some discrepancies or confusion.

Pam North wondered if the group would like to work with the Statistical Report over the next year to evaluate its utility. Grover Bornefeld asked if it would be possible to get Statistical Report data in a usable form now. He also wanted to make sure that data was provided in a format that allowed citizens to participate without having to be an accountant. Greg Williams indicated that the Statistical Report data was available in spreadsheet form, which included data from all public libraries in the state, and that data was available going back ten years or more. Greg did indicate that the Oregon State Library was still in the process of finalizing corrections to this year's data.

Al Matecko asked what information the County Commissioners were interested in seeing, and what data points would support their decision-making process. From the audience, Paul Savas, Vice Chair of the Clackamas Board of County Commissioners, indicated that LDAC's oversight role is more significant than that of the District Board, as LDAC is authorized to look into the operations of the District and to make recommendations. Chair Bernard also offered that the purpose of creating the District was not so that Cities would no longer have to invest in their libraries, and that it would be good to know that Cities are investing in their libraries.

From the audience, Jack Frick asked if LDAC would report to the District Board violations of the ballot measure. Vice Chair Savas indicated that LDAC could submit such a report to the District Board, which would then evaluate the best way to proceed. Chair Bernard echoed that, as an

advisory board, LDAC could advise the District Board of any concerns. Chair Bernard also indicated the Board would be working with LDAC as the Board looked at the Library District Master Order.

Grover Bornefeld indicated that allocated costs don't appear to be covered by the Statistical Report. George Hoyt indicated that the Annual Progress Form was an initial attempt to capture allocated cost information. Grover indicated he felt it was important for LDAC to have allocated cost data, so that LDAC could evaluate what was an appropriate balance.

Greg Williams indicated that the Oregon State Library was still working on preparing 2015/2016 data, and that he would provide the data (or an update on the data availability timetable) when available.

2015/2016 Annual Progress Report cover letter

Greg Williams passed out a draft copy of a cover letter to accompany submission of the 2015/2016 Annual Progress Reports to the Library District Board.

From the audience, Jack Frick asked for clarification on the 2nd paragraph of the draft letter. Pam North indicated the intent was to provide a cover letter submitting the reports "as is". Grover Bornefeld indicated that he would not support sending a letter with that paragraph. Grover asked for information on when the reports had been sent to the District Board in the past; Doris Grolbert indicated the reports would usually get sent to the District Board in December or January.

Al Matecko pointed out that at the last meeting, a motion had been passed to submit the reports and to send a cover letter. Al also said he felt the third paragraph of the letter conveyed LDAC's intent to evaluate and discuss potential changes to the Annual Progress Report forms in the future. Al indicated his concern that the group might not follow through on a previously-approved motion. Grover Bornefeld responded that he did not feel that the group could say that the Annual Progress Reports had been reviewed, and that LDAC did not have any concerns or recommendations.

Don Wright made a motion to remove the 2nd paragraph. From the audience, Jack Frick expressed a concern about LDAC not performing its responsibility to evaluate the Annual Progress Reports. The motion was not seconded.

Katie Newell asked George Hoyt (previous LDAC Chair) about past practices. George indicated in the past the reports were received and transmitted with a cover letter to the District Board.

George Hoyt made a motion to table sending the Annual Progress Reports and cover letter to the District Board until such time as this committee can reevaluate both. Grover Bornefeld

seconded. The motion passed, with Al Matecko opposing, and the remainder of the voting members approving.

Revised Public Comment Policy

The revised version of a proposed public comment policy was discussed.

Al Matecko observed that, while he is new to LDAC, in his experience with other similar bodies, there is usually a single, defined period for public comment, with a defined time limit (usually 3 minutes). He indicated that, when members of the public have a concern, that concern should normally be conveyed to their LDAC representative, who would bring that input to the committee. Al suggested the policy be revised to indicate a public comment period at the beginning of the meeting, with 3 minutes available for each comment. Pam North indicated that a previous policy proposal largely conformed with Al's suggestion, however, the group indicated a preference to go in a different direction.

Kathleen Myron indicated that she found it valuable to have information, suggestions, and clarifications during meetings. Kathleen indicated this kind of feedback had been beneficial during discussions at the current and previous LDAC meetings, providing information that LDAC members might otherwise not have had. She also said she felt the revised policy indicates that LDAC values public feedback. George Hoyt said he felt that the revised policy gave the Chair sufficient prerogative to limit comment, if needed.

Grover Bornefeld moved to approve the proposed Public Comment Policy and Procedures. Kathleen Myron seconded. The motion passed, with Al Matecko abstaining, Caroline Berry opposing, and the remainder of the voting members approving.

New business

Grover Bornefeld indicated he favored meeting 10 to 11 times a year until some of the pending issues before LDAC are resolved, but he understood that there would be times when he (and likely others) would be unable to attend. Grover wanted to know if an alternate could attend in a member's place. George Hoyt also wanted to know if LDAC could, if so desired, establish a mechanism for designating alternates. Greg indicated there seemed to be no provision in the IGA for designation of an alternate, but that he would seek clarification and further guidance from County Counsel.

Scheduling next meeting

The group discussed some topics impacting the scheduling of the next meeting, including RFID implementation and giving the Oregon State Library time to finalize Statistical Report data. Al Matecko made a motion to hold the next LDAC meeting in June. Caroline Berry seconded. The

motion passed unanimously. Greg Williams indicated he would send out links to the OSL website (and previous years' reports) before the June meeting.

Library news and announcements

Sandy/Hoodland – The Library's 5-year plan was approved by the City; George said the process Sarah McIntyre engaged in to create the plan was the best he has ever seen. Sandy will be closing for five days to conduct RFID tagging, as well as adding shelving and moving some collections.

Gladstone – Gladstone is preparing for RFID tagging. Natalie is hoping that negotiations on the current library issues go well.

Canby – The Library Board will be working with the Historic Review Board on a walking tour of Canby, as well as a rededication of Baker Prairie cemetery. Canby is expecting an increase in District funds which will help provide greater staffing flexibility and increased open hours. The library is averaging 15,500 visitors/month. The library expects to have security cameras installed soon. The Friends gave over \$15,000 last year, with an increase expected this year. Donations from Canby Kiwanis are funding the Dolly Parton Imagination Library as well as some interactive toys for the childrens' area. And, Canby welcomed their Circulation Supervisor back from maternity leave!

Oregon City – The library now welcomes over 30,000 visitors/month. The library is working on interior signage. The Foundation recently gave \$292,000 to help pay off debt on the new building.

Estacada – About 100 people participated in the Adult Winter Reading program. The City is going out for bids on the new parking lot. And, the Library is ready for RFID!

Happy Valley – Al views the library as community center, and is very proud of all the programming (both for adults and children) that happens at Happy Valley. The library is averaging about 28,000 patrons/month. The Library is sad to lose Charlene Wood as circulation supervisor, but happy to be gaining Robin Dawson from Fort Vancouver Regional Library.

Oak Lodge – Oak Lodge is still waiting for security cameras. Construction around the library is finally done! Parking is still a challenge, especially with the steady flow of patrons. Preparations for RFID are underway. The seed library (and associated programming) has been very successful, with 1800 packets donated, consisting of 700 varieties. The library recently acquired some shelving from Canby to store more books for the Friends.

Ledding Library of Milwaukie – The library is preparing for RFID.

Molalla – For the foreseeable future, the City will not have a representative to send to LDAC meetings.

Lake Oswego – Lake Oswego has been remodeling their workroom in anticipation of RFID and AMH implementation. The Circulation Services Manager is expecting the birth of a new daughter any day! There were approximately 13,000K attendees for LO Reads.

Wilsonville – The library is excited to start renovations. Staff are meeting with the architect and hope to be done with the design phase by the end of June.

West Linn – The library is preparing for RFID, and the Library Board welcomed 2 new board members!

Library Network – Greg brought some samples of RFID tags for the group to examine. The implementation project is proceeding, with frequent communications with vendors and library committees.

Happy Valley – The library recently celebrated their fifth year in the current building!

Adjournment

The meeting was adjourned by Chair Pam North at 8:19 PM.

Minutes submitted by Greg Williams

