

Library District of Clackamas County Advisory Committee

Minutes - **UNAPPROVED**

September 24, 2018

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	Chair
Nancy Niland	Lake Oswego Public Library	Absent (excused)	
Karol Miller	Ledding Library of Milwaukie	Present	
VACANT	Molalla Public Library		
Nick Dierckman	Oregon City Public Library	Present	
Kathleen Draine	Sandy / Hoodland Public Library	Present	
Pam North	West Linn Public Library	Absent (excused)	Vice Chair
Megan Chrisman	Wilsonville Public Library	Present	

Others Present

NAME	NOTES
Greg Williams	Deputy Director, Clackamas County Business and Community Services Manager, Clackamas County Library Network LDAC Liaison
Irene Green	Director, Canby Public Library
Mitzi Olson	Manager, Oak Lodge Library Interim Director, Gladstone Public Library

Doris Grolbert	Director, Happy Valley Public Library
Paul Savas	Clackamas County Commissioner
Bill Baars	Director, Lake Oswego Public Library
Laura Zentner	Director, Clackamas County Business and Community Services
Doug Erickson	Director, West Linn Public Library
Roger Reif	Canby LDAC Alternate
Leslie Shirk	Oak Lodge LDAC Alternate
Jack Frick	Citizen

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.

Kathleen D., newly appointed representative for Sandy/Hoodland, introduced herself. Kathleen shared she has been involved with the Sandy Library since 1997, working there for 13 years as a reference librarian. Kathleen recognized the contributions of the previous Sandy/Hoodland representative, George Hoyt.

Roger R., newly appointed Canby Library alternate, introduced himself. Roger shared he is serving his second term on the Canby Library Board, has previously served as Board Chair, and is a lifelong resident of Canby.

Bill Baars, Director of the Lake Oswego Public Library, shared that he is retiring.

Laura Zentner, Director of Clackamas County Business and Community Services, shared that Greg W. has been appointed as Deputy Director of Clackamas County Business and Community Services. Laura assured the group that whoever succeeded Greg as Library Network Manager would be similarly dedicated to supporting library services in Clackamas County.

Election of officers for FY 2018/2019

Chair

Kathleen M. nominated Al Matecko to serve another term as Chair. Natalie S. seconded. Karol M. nominated Natalie S. to serve as Chair, Connie R. seconded.

Grover B. moved to close nominations for Chair, Nick D. seconded. The results of the vote for Chair were as follows:

Member	Voted for
Kathleen M. (Canby)	Al M.
Grover B. (Oak Lodge)	Al M.
Connie R. (Estacada)	Al M.

Natalie S. (Gladstone)	Al M.
Al M. (Happy Valley)	Abstain
Karol M.	Natalie S.
Nick D. (Oregon City)	Al M.
Kathleen D. (Sandy/Hoodland)	Al M.
Megan C.	Al M.

Al M. was elected LDAC Chair for FY18/19.

Vice Chair

Natalie S. nominated Kathleen D. for Vice Chair. Kathleen D. declined the nomination. Grover B. nominated Natalie S. for Vice Chair, Kathleen D. seconded.

Kathleen M. moved to close nominations for Vice Chair, Kathleen D. seconded. The results of the vote for Vice Chair was as follows:

Member	Voted for
Kathleen M. (Canby)	Natalie S.
Grover B. (Oak Lodge)	Natalie S.
Connie R. (Estacada)	Natalie S.
Natalie S. (Gladstone)	Abstain
Al M. (Happy Valley)	Natalie S.
Karol M.	Natalie S.
Nick D. (Oregon City)	Natalie S.
Kathleen D. (Sandy/Hoodland)	Natalie S.
Megan C.	Natalie S.

Natalie S. was elected LDAC Vice Chair for FY18/19

Approval of minutes

Greg W. noted there was one correction to the minutes of the May 29, 2018 meeting, namely the sentence reading “The work session touched on many library-related issues (including funding and service area boundaries), and Kathleen M. was pleased to report that the budget committee had made a recommendation (which she expected the City Council to approve) for the library to receive an additional \$50,000 from the general fund.” would be changed to read “The work session touched on many library-related issues (including funding and service area boundaries), and Kathleen M. was pleased to report that the budget committee had made a recommendation (which she expected the City Council to approve) for the library to receive \$50,000 from the general fund.”

Natalie S. moved to approve the minutes as amended, Kathleen M. seconded. The motion passed unanimously.

Introduction of Donna Robinson, Concord and Gladstone Project Manager

Donna Robinson, Concord and Gladstone Project Manager, shared her background and information about some of the previous projects she's managed. Donna shared that interviews for at-large members of the Concord Task Force were in process, and that recruitment efforts for at-large positions on the Gladstone Task Force were underway, with applications being due the first week of October. In response to a question from Al M., Donna explained that the Task Forces would be involved throughout the entire planning process for each facility. Donna noted that one of the first decisions to be made in the Concord planning process would be the location of a new Oak Lodge Library facility, and that a separate subcommittee of the Concord Task Force would be involved in making recommendations on the library location. Grover B. wondered about the sequence of Task Force evaluations, wondering whether a library location can be determined without an initial feasibility study of the Concord site. Laura Zentner assured Grover B. that the County was committed to a robust and responsive public involvement process. Kathleen D. wondered whether the Concord site had been "preordained" as the site for the future Oak Lodge library; Donna indicated that no such determinations had been made. Kathleen D. observed that the name and description of the Task Force and the planning process (which combines the Library and the Concord site) might suggest that such a determination had already been made. Mitzi Olson shared that it had been the community's request and preference to develop and implement a combined, holistic planning process. Greg W. further shared that, since the Oak Lodge Library and NCPRD (owner of the Concord site) were both divisions of Business and Community Services, a joint planning process would hopefully realize efficiencies. He also indicated that the Task Force was structured to respect the role of the Oak Lodge Library Board of Trustees in advising on the future location of the Oak Lodge Library. Al M. asked if a similar process would be followed with the Gladstone Task Force; Donna R. and Laura Z. explained that the process would be slightly different, as the location of the Gladstone Library has already been determined (the site of the current Gladstone City Hall).

Master IGA Amendment #3

Greg W. briefly reviewed the history of how Amendment #3 to the Library District Master IGA had been developed, including the Settlement Agreement between Clackamas County and the City of Gladstone, and the work of the Settlement Agreement Implementation Task Force. Greg W. indicated that the amendment would need to be passed by the City Councils/Commissions of 2/3 of Library Cities in order to be adopted, that four cities had already done so, and that other Library Cities would be considering the amendment in the coming weeks. Greg W. indicated that the amendments would make no changes to the existing distribution formula, would make no changes to current service area boundaries, and would establish Clackamas County as the "Library City" for the Oak Lodge Library service area. In response to a question from Grover B., Greg W. indicated that the County would likely be the last to sign the Amendment, after approval from 2/3 of Library Cities had been obtained. Natalie S. thanked Kathleen D. for her participation in the Settlement Agreement Implementation Task Force.

Kathleen D. indicated her satisfaction that the Master Order remained unchanged, while allowing construction of Oak Lodge and Gladstone facilities to proceed, and establishing that the County is subject to the same service standards as other Library Cities. Grover B. indicated his appreciation for the participatory and inclusive process that led to the final version of the amendment.

Connie R. moved that LDAC recommend that the Board of County Commissioners approve Amendment #3 to the Library District Master IGA. Nick D. seconded. The motion passed 8-1, with Kathleen Myron (on behalf of the Canby Library Board) voting no.

County Counsel guidance

Greg W. shared a copy of a memo by Clackamas County Counsel about recommended procedures for email communications amongst members of County advisory bodies.

Annual Progress Reports

Al M. reported on the work of the Data Subcommittee at their July 20, 2018 meeting. As a follow-up to that meeting, the LINCC Library Directors wanted to provide LDAC members with some feedback and background. Bill Baars reviewed the Directors' feedback (from the January 19, 2018 letter written by LINCC Directors), and provided some of his reflections as well:

- The passage of the Library District in 2008 was a "high water mark" for library service in Clackamas County, providing permanent and stable funding.
- Library services and offerings are always changing and evolving.
- There is tremendous respect and appreciation for the efforts and dedication of LDAC members.
- LINCC Library Directors are united in their dedication to providing excellent library services.
- Clackamas County libraries have been cooperating and collaborating for decades.
- Each Library City has different tax bases and community needs.
- While the cooperative structure provides some significant benefits--especially being able to focus closely on local community needs--Library Directors frequently find themselves navigating a very complex environment of competing stakeholder needs and imperatives
- The permanent Library District rate of \$0.3974 per thousand of assessed value approved by voters in 2008 is not sufficient to maintain service levels throughout the county.
- The members of the LINCC cooperative are working together more efficiently and effectively than at any time in our past, however, there are significant challenges ahead

Al M. relayed that when the Data Subcommittee met and members reviewed the 122 pages of submitted data, some key themes/observations emerged. One of those observations was that, in future versions of the Annual Progress Report, a glossary would be useful, to ensure that there was a common definition for key terms.

Al M. reviewed a draft letter that had been composed to synthesize the Data Subcommittee's observations, which included:

- Subcommittee members recognized that primary responsibility for addressing questions or issues with individual libraries' Annual Progress Report data lies with the local library boards.
- Individual city library boards can be lacking members from unincorporated areas. Library directors do try various methods of recruiting members, but are sometimes unsuccessful in their efforts.
- Public library standards (as set by the Oregon Library Association), such as threshold staff numbers, may not be met, despite the superb job by library staffs to serve their communities. These numbers are actually not concrete standards but are aspirational desires; furthermore, these standards are in the process of being revised by the Public Library Division of the Oregon Library Association to be more reflective of the different circumstances for libraries throughout the state.
- Diversity training for library staff was identified as an area of focus for some libraries. LDAC needs to encourage this type of training, and insure success stories are shared throughout the County.
- Allocated costs methods vary by cities. There are different methods and tools used to calculate these costs. And while it may not be feasible to compare allocated costs city by city, this is an item that the Library District Task Force may wish to take up to determine if there may be better definitions for allocated costs or better ways of looking at these costs.
- Different libraries are at different stages of strategic planning. LDAC needs to be present in supporting, encouraging, and (as members of our local library boards) contributing to the development and implementation of such plans.

Doris G. and Greg W. also provided a brief update on recent progress by the Oregon Library Association to update Public Library Standards.

Kathleen M. observed that it behooves members of local library boards to understand and be familiar with the cost allocation methodology of their cities. Grover B. expressed appreciation for the revised Annual Progress Report, and encouraged those filling it out in the future to provide additional explanatory text on items such as allocated costs. Al M. reiterated his understanding that local library boards would have primary/initial responsibility for digging into the numbers, and (were they unsuccessful in having questions or concerns addressed), relaying those concerns/questions to LDAC. From the audience, Jack F. expressed a concern about Library Directors (as City employees) reporting on allocating costs. Kathleen M. and Al M. both observed that the report is also signed by the Library Board Chair and LDAC representative, and that it was the role/responsibility of local library boards (who are citizens and not City staff) to understand the data and ask questions. Kathleen D. suggested that the "big" Task Force could start working immediately on determining what is a fair and appropriate allocated cost, so that library boards would have a tool to use when they evaluate allocated costs. Discussions ensued

about the diversity of each City, differing tax bases, ballot measure and IGA language, representation of unincorporated residents within a library service area, and how allocated costs may be handled very differently in each City. Kathleen D. expressed appreciation for the development of the revised Annual Progress Report form and the discussions its development and use had prompted. Several other members expressed similar satisfaction. Greg W. asked the group if, given the progress that had been made revising the Annual Progress Report form and, FY 16/17 data could be transmitted to the BCC. Grover B. suggested that a transmittal letter to the BCC reflect the fact that the Annual Progress Report is a work in progress, and will be modified/updated/improved as needed. Karol M. and Grover B. indicated they would like for the Data subcommittee to meet again to start working on revisions for the FY17/18 form.

Karol M. made a motion to submit FY16/17 Annual Progress Report data and cover letter (based on the draft, and revised to include information about that future improvements and refinements to the data collection form are contemplated). Kathleen M. seconded. The motion passed unanimously. Several library directors requested that 17/18 Annual Progress Report data collection not start until any form refinements have been made and finalized.

Library District Task Force

Greg W. briefly reviewed how the idea of convening a “big” Library District Task Force had grown out of discussions and concerns surrounding the Settlement Agreement between the County and the City of Gladstone. Greg W. presented a revised proposal for the Task Force, which incorporated some of the feedback LDAC members had provided at the last meeting. Greg reiterated that LDAC had (and would continue to have) a significant role in advising on the charge and structure of this Task Force. The main changes to the proposal included:

- Revising the composition of the Task Force and subcommittees to ensure that every City is “at the table”, even if this results in a larger Task Force and subcommittees
- Including additional non-voting members on the Task Force (the LDAC Chair and the Chair of the LINCC Directors Group), and revising representation from Oak Lodge/Gladstone/Library Network.
- Having each Library City select Task Force and subcommittee members (rather than trying to “pre-assign” representatives from each Library City).
- Building in an opportunity for LDAC to review the Task Force’s final recommendations, so that LDAC will have an opportunity to submit commentary and/or additional feedback at the same time as the Task Force’s recommendations are formally presented to the BCC.

Grover B. expressed a general concern that when Library Cities selected representatives for the Task Force and/or subcommittees, representatives of unincorporated areas from City library service areas might not be included. Doug Erickson shared that the City of West Linn had recently revised the City code to ensure fair representation of city and unincorporated residents on the City library board, and that a resident of the unincorporated area in the West Linn service area had been appointed. Greg W. indicated that he hoped that the voices of the

unincorporated residents within each library's service area would be heard as the Task Force worked, but that he would welcome any feedback on ways to ensure that would happen. He also thought that various issues raised by each Library City's service area containing both City and unincorporated residents could be appropriate topics for Task Force discussions.

Kathleen D. suggested that the governance subcommittee address both current governance concerns as well as making recommendations on future changes.

Greg W. reminded LDAC members that there would likely need to be a process of engaging Library Cities and building support for participation in the Task Force. He also mentioned that with upcoming elections and the holiday season, he anticipated that major "next steps" might not occur until after the first of the year. Al M. hoped that a proposal or further discussions could be discussed at an October LDAC meeting.

In response to a clarifying question, Greg W. indicated he'd send out a Doodle poll for a meeting of the Data Subcommittee.

Scheduling next meeting

The next LDAC meeting was scheduled for October 22, 2018.

Library News and Announcements

- Oregon City – The library has a solid draft of a new Strategic Plan. Summer Reading was very successful. The library will be closed from 10/8 – 10/11 for staff training and projects around the building.
- Oak Lodge – The library received a donation of two book drops from the Lake Oswego Library, and is hoping to deploy them to help make returning materials easier and alleviate some of the issues caused by a lack of parking. A joint Oak Lodge/Gladstone team building day is scheduled in two weeks.
- Gladstone – Work continues on preparing for merging Gladstone and Oak Lodge operations.
- Estacada – Parking lot construction is done and has been well-used. The library has a new drive-up book drop. The library has been very busy with Hispanic Heritage Month, as well as other programs for both kids and adults.
- Wilsonville – Library renovations (including paint, carpet, and HVAC) were completed earlier in the summer.
- Sandy/Hoodland – The library continues to have great programs, like emergency preparedness, live raptors, and teen lock-in. The annual Haunted House event (for teens, kids, and adults) will be on 10/19.
- Canby – The library recently completed a month-long community survey, generating about 550 responses. The library has an outreach van and is using the MobileCirc tool to better reach the Hispanic community. The Library has been working closely with the Canby school district.

- Ledding Library of Milwaukie – In the recent case regarding ballot measure language, the court ruled in favor of the City, and construction plans are proceeding (although a complaint has been filed with the State Land Use board). The library will be closed for 3 weeks while staff/materials move to the temporary “pod palace” facility. Groundbreaking for the new site is scheduled for 10/18.
- Happy Valley – Adult Summer Reading signups increased to 945, a 43.2% increase over last year. Kids sign ups increased to 3983, a 13% increase over last year. Everyone is catching their breath from a very successful Summer Reading program.
- West Linn – The library participated in an Emergency Preparedness fair. The library now has 10 offsite bookdrops (4 for the public and 6 in local schools). Summer Reading was very successful.
- Lake Oswego – Melissa Kelly was selected as the new Library Director.

Natalie S. moved to adjourn, Kathleen D. seconded. The motion carried unanimously and the meeting was adjourned at 9:13 PM.

-Minutes submitted by Greg Williams