

Library District of Clackamas County Advisory Committee

Minutes - **APPROVED**

June 26, 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	Present	
VACANT	Molalla Public Library		
Don Wright	Oregon City Public Library	Absent (excused)	
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
Doris Grolbert	Director, Happy Valley Public Library
Lauren Gunderson	Interim Director, Gladstone Public Library
Mitzi Olson	Manager, Oak Lodge Library
Irene Green	Director, Canby Public Library
Pat Duke	Director, Wilsonville Public Library
Maureen Cole	Director, Oregon City Public Library
Katie Newell	Director, Ledding Library of Milwaukie

Doug Erickson	Director, West Linn Public Library Chair, LINCC Directors Group
Thelma Haggemiller	
Paul Savas	Vice Chair, Clackamas Board of County Commissioners

MINUTES

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

A quorum being present, the meeting was called to order by Chair Pam North at 7:01 PM.

Roll call was taken.

Greg Williams reviewed two changes to the previously-distributed draft minutes of the 3/27/17 meeting. Grover Bornefeld moved to approve the minutes of the 3/27/17 meeting as amended. George Hoyt seconded. The motion passed unanimously.

New officer elections

In response to questions by Grover Bornefeld and Al Matecko, it was confirmed that:

- The bylaws (Article V, Section 2) require the rotation of the office of Chair.
- The bylaws do not have any similar rotation requirement for the office of Vice-Chair.
- The bylaws do not address any sort of succession of Vice-Chair to the position of Chair.
- There has not been a historical precedent of the Vice Chair succeeding to the office of Chair.

Grover Bornefeld asked about the parameters for one-on-one communication between an LDAC member and the Chair. Pam North indicated that, as Chair, she personally felt a responsibility to communicate with all LDAC members. Pat Duke added his understanding that one-on-one communications would be permissible, but that conversations involving additional members (including email conversations) could be subject to Oregon Public Meetings Law if a quorum were present/participating.

Pam North called for nominations for the office of Vice-Chair.

Al Matecko asked if the rotation provision in the bylaws (for the office of Chair) applied to the individual serving as an LDAC member, or to the Library Service Provider represented by that member (i.e., if a City had different LDAC members from one year to the next, could those different individuals serve as successive Chairs?). Greg Williams said he understood the intent of the rotation requirement was to rotate among Library Service Providers, and not specific

individuals (i.e., two different representatives from the same City would not be eligible to serve successive terms as Chair). Greg indicated that a mechanism did exist for the group to make changes to the bylaws, including provisions regarding rotation; Al indicated he thought this would be a good area for the group to consider in the future, and Pam North agreed.

Pam North was nominated for Vice Chair. No other nominations were made, and Pam was unanimously elected Vice Chair.

Pam North opened the floor for nominations for Chair. Nancy Niland (who was not present) was nominated. Greg Williams explained that, since Nancy was not present, she would have the option to decline the nomination if she were elected. Al Matecko was also nominated.

Grover Bornefeld wondered whether Al Matecko would be the best fit for Chair. Connie Redmond expressed that she has worked with Al for over twenty years, and has found him to be excellent at conducting meetings and keeping groups focused, that he was a quick learner, and that he was skilled at bridging gaps between people and groups. Kathleen Myron asked Al what he considered his greatest strengths to be. Al indicated his ability to laugh and his ability to foster inclusiveness; he described his experience conducting public meetings both in the Oregon/Washington region, and in Washington, D.C. He talked about how he works to build consensus over time on issues where different parties might have differing viewpoints. Kathleen asked Al about carrying out the public comment policy that was recently adopted by the group. Al indicated that if he disagrees with something, he will express his opinion during discussions, however, once a decision is made, he will support it and move forward. Grover indicated the policy does grant the Chair significant discretion; Al indicated it would be important to maintain a balance between keeping meetings on track and welcoming ideas from the public that would be useful to the group.

Final voting for the office of Chair was as follows:

	Votes for Nancy Niland	Votes for Al Matecko
Kathleen Myron		X
Grover Bornefeld	X	
Connie Redmond		X
Natalie Smith		X
Al Matecko	<i>Abstained</i>	
Karol Miller	X	
George Hoyt		X
Pam North		X
Caroline Berry		X

Al Matecko was elected Chair with a majority of votes cast.

Oregon Public Library Statistical Report

Greg Williams reviewed the materials he had previously distributed, namely:

- A list of all data elements currently captured on the Oregon Public Library Statistical Report.
- A spreadsheet containing selected data elements from the Statistical Report for all Clackamas County libraries.

Greg Williams reviewed where to find full, historical data spreadsheets (containing all data elements for all Oregon public libraries) from the Oregon State Library website. In response to a question about a summarization of the collected data, Greg indicated he was unaware of any such summary. Doug Erickson indicated he thought the State produced a high-level review of Oregon State Library activities which would include information about general statewide trends and distributions of grant funds. In response to a question, Greg indicated that the 'Total Expenditures on Collection' statistic should reflect all spending by a library on physical and digital library collections and materials (books, magazines, DVDs, electronic resources, etc...).

Pam North asked if there were any further questions about the Public Library Statistical Report, or feedback on its utility as part of the annual reporting process. Grover Bornefeld asked if the intent was to use the Statistical Report to replace or augment the Annual Progress Report. Pam indicated she felt it would be used to augment the Annual Progress Report.

Old Business

- Alternates

In response to the inquiry made at the last meeting about designating alternates to attend LDAC meetings (in case a member was unable to attend), Greg Williams reported there was a provision in the bylaws for designation of an alternate. Greg said that, per County Counsel, the appointment process and qualifications for an alternate would be identical to those of a regular member (i.e., the alternate would have to be a member of the local library board, would have to be nominated by a City, and would be appointed by the Library District Board). As LDAC meetings are public meetings, alternates are free to attend when the regular members are present (although only one will be representing the city and casting votes). It is also possible for a Library Service Provider to simultaneously nominate a member and an alternate (so that the Library District Board may appoint both at the same time).

- Notice requirements for subcommittees

Greg Williams reported that he had sought guidance from the County's Public and Government Affairs (PGA) office about notice requirements for subcommittee meetings. PGA advised that subcommittee meetings be treated as public meetings, and that notices, agendas, and minutes be posted. Based on his experience with other boards, Grover

Bornefeld indicated he wasn't sure that an LDAC subcommittee would necessarily be subject to Oregon Public Meetings Law. Per Grover's request, Greg indicated he would seek further guidance from PGA.

- 2015/2016 Annual Progress Reports

Pam North then solicited feedback on how to move forward with the evaluation and submission of 2015/2016 Annual Progress Reports. Kathleen Myron asked if there were any updates on final revisions to the Oregon Public Library Statistical Report. Greg Williams reported that in his recent conversations with the Oregon State Library, he understood they were in the process of finalizing the 2015/2016 data.

Karol Miller indicated she felt the existing Annual Progress Report form needed a line for 'Other Income'.

Grover Bornefeld indicated he supported the idea of a committee to evaluate the Annual Progress Reports. Greg Williams suggested that, since he had already been tasked to ask PGA about general notice requirements for committees, having more concrete information about the composition and purpose of a subcommittee (such as the one being discussed) would help him get more specific requirements. Grover asked if PGA would be determining what an LDAC subcommittee can or can't do; Greg reiterated that the purpose of PGA's guidance is not to decide what a subcommittee can or can't do, rather it is intended to help ensure that any subcommittee is conducting itself in accordance with Oregon Public Meetings Law.

Grover Bornefeld indicated that the impetus for his participation with LDAC and his local library board was concern over discrepancies between the Ballot Measure, the District IGA, and actual practices. He indicated he felt that the issue of allocated costs had not yet been addressed in an open and clearly reported manner.

Kathleen Myron asked what requirements a subcommittee looking at these issues might be under. Greg Williams reiterated that he would ask PGA for guidance, however, the more information he had about such a subcommittee (composition, purpose, etc...) the more accurate the guidance was likely to be. Kathleen asked if the group could identify some individual members who would be interested in collecting information LDAC needed.

Doris Grolbert observed that the current Annual Progress Report form might not be sufficient to the group's needs. She indicated it seemed that that the Oregon Public Library Statistical Report had much of the data the group wanted, save for information on allocated costs. She suggested using the Oregon Public Library Statistical Report as a base, and coming up with additional specific questions about allocated costs. She observed that different cities had different methods for allocating costs, and that coming up with specific questions that would facilitate "apples to apples" comparisons would be very important.

Karol Miller observed that there was little consistency in how information was reported on the current Annual Progress Report forms.

From the audience, Commissioner Savas indicated that LDAC could pass a motion to form an ad hoc committee, and identify subcommittee participants. Greg Williams could then verify any Oregon Public Meetings Law requirements. Commissioner Savas indicated the spirit of Oregon Public Meetings Law is to allow the public's participation in any deliberations that might lead to a decision. The meeting could be easily noticed, and while County staff presence might not be a requirement, it might be desirable. He felt LDAC could 'get the ball rolling' by identifying an ad hoc committee, and the members thereof.

Pam North asked for anyone interested in serving on such a committee. Grover Bornefeld, Kathleen Myron, and Karol Miller expressed interest. Greg Williams related that the LDAC bylaws indicated the Chair shall be an ex-officio member of all committees. Grover asked if others would be allowed to participate in such a committee meeting; the general consensus was that, as a public meeting, public involvement and feedback would be appropriate and welcome.

Doris Grolbert reiterated that every city determines cost allocations differently, and it would be helpful for the committee to develop specific questions and a specific reporting structure that would allow library staff to provide the specific allocated cost data LDAC members needed to conduct their evaluations.

Karol Miller asked if it would be helpful to have a Library Director on the subcommittee. Katie Newell observed that every City determined allocations differently, so feedback from one Director might not necessarily be applicable to other Cities. Doug Erickson agreed that different Cities use different allocation methodologies, and pointed out that none of those methodologies are determined by Library Directors. Doug observed that allocation formula decisions are frequently made at higher levels of City government, and that it's possible for a Library Director to know the dollar amounts of their allocated costs without knowing the exact components of the formula which determines those dollar amounts.

George Hoyt observed that, having looked at City budgets in the past, there was a degree of consistency in the types of costs each City allocated, and that while terminology might differ, allocated cost information could be derived from City budget documents. He also felt it was important to look at the overall percentage of those allocated costs. This data is available in City budget documents, but not necessarily on the Annual Progress Report form or the Oregon Public Library Statistical Report.

A motion was made by Grover Bornefeld "to form an ad hoc committee to look at the data needed to make a meaningful report to carry out our duties as mandated by the voter's ballot and the IGA, to then be able to report to the BCC how well the participating libraries are in compliance with the mandate from the voters and the IGA." The motion was seconded by Natalie Smith. The motion passed unanimously.

New business

Al Matecko asked for an update on the RFID implementation project. Greg Williams reported:

- Approximately 70% of all materials in the District had been tagged.
- Efforts have been proceeding to create a “baseline” configuration for the new self-checkout machines that will be deployed throughout the County. The goal is to provide patrons with a consistent and familiar checkout experience regardless of which library they visit.
 - Based on committee feedback, the initial self-checkout deployment will focus on “core” circulation functions, with other features (such as eBook checkouts) to be rolled out at a later date.
 - The current plan is to deploy the new self-checkout machines the week of 7/31 – 8/4.
- It is anticipated that installation of AMH (automated materials handling) equipment at three sites (Oregon City, Lake Oswego, and the Library Network office) will take place in August and September.
- Greg’s staff continues to work with library staff and vendors to identify and address any issues with the RFID pads used at staff circulation stations.

Scheduling next meeting

The next LDAC meeting was scheduled for August 28th, 2017.

Library news and announcements

- Ledding Library of Milwaukie – The library is looking at moving to a temporary location during the upcoming remodel.
- Estacada – No progress on the parking lot, but new furniture was installed in the staff area, and the conference room was redone.
- Wilsonville – Over 1,500 kids have signed up for Summer Reading so far. Renovation plans are progressing. The library is seeing more and more participation in the Dolly Parton Imagination Library program.
- Canby – RFID tagging was completed. The City installed some security cameras. The library is getting some new signage. Hours have been regularized, with the library opening every day (except Sunday) at 10:00 AM. This has added 7 open hours per week. And, there are now 288 children signed up with the Dolly Parton Imagination Library.

- Oak Lodge – Summer reading performances start this week. The Library is partnering with the North Clackamas School District to provide kids with free snacks. The Friends group is planning a garden tour fundraiser for 7/22; participants will visit 6 gardens, and each tour ticket also includes a 1-year membership to the Friends. The Library is working on developing a partnership with the new Boys and Girls Club which just opened in December.
- Gladstone – Gladstone closed to do RFID tagging; it was a great team-building and community outreach opportunity, and tagging finished one day ahead of schedule. Summer Reading has started, and the library is having many programs outside the library, as more people are showing up than can fit in the building.
- Happy Valley – Doris recruited many new volunteers to help with RFID tagging, which not only helped the tagging project get done, but increased her volunteer base. Summer Reading is in full swing, with lots of kids already signed up, and around 600-700 adults already signed up as well. Every Friday night, the library is sponsoring a concert with local bands and artists.
- Sandy/Hoodland – RFID tagging is complete. In order to help the Friends raise additional funds to support increased programming, the library has dedicated a full aisle to the Friends' store so they can display and sell more materials.
- West Linn – RFID tagging is getting underway. Summer reading is in full swing, with events taking place at Willamette Park to accommodate larger groups. The library added a third off-site book drop (at Cedar Oak). And, Otto the Library Dog just celebrated his 2nd birthday (along with 200 of his closest kid friends).

The meeting was adjourned at 8:18 PM.

Minutes submitted by Greg Williams