

CONCORD PROPERTY, OAK LODGE LIBRARY AND GLADSTONE LIBRARY PLANNING PROCESSES
 Anticipated Near Term Schedule

	April	May	June	July	August	September	October
Concord Task Force	<p><i>TF Meeting # 4 - 4/3/2019</i></p> <ul style="list-style-type: none"> • Tour of building • Finalize values • Review design process components 	<p><i>TF Meeting # 5 - 5/1/2019</i></p> <ul style="list-style-type: none"> • Elect two TF members for consultant selection committee • Elect Chair, Vice-Chair 	<p><i>Recess</i></p>	<p><i>Combined CPLP and Gladstone Task Forces Meeting #5 – 7/31/2019</i></p> <p>Meet the consultant team</p>	<p><i>Community event at Concord - 8/10/2019</i></p> <ul style="list-style-type: none"> • Draft values • Project info 	<p><i>Combined CPLP and Gladstone Task Forces Meeting #6 - TBD</i></p>	<p><i>CPLP and Gladstone Task Forces Meeting #7 - TBD</i></p> <ul style="list-style-type: none"> • Case studies: Field Trips to nearby projects
Gladstone Task Force	<p><i>TF Meeting #2 - 4/10/2019</i></p> <ul style="list-style-type: none"> • Values exercise • Review design process components • Select one TF member for selection committee 	<p><i>TF Meeting #3 - 5/8/2019</i></p> <ul style="list-style-type: none"> • Finalize Values • Background Info - Board make-up discussion 	<p><i>TF Meeting #4 - 6/12/2019</i></p> <ul style="list-style-type: none"> • Finalize Values • Elect Chair, Vice-Chair 		<p><i>Community events: Gladstone Community Festival - 8/2/2019 and Oak Grove Trolley Trail Fest 8/24/2019</i></p> <ul style="list-style-type: none"> • Draft values • Project info 	<p>Review public participation plan, scope and schedule</p> <p>*Fill NCPRD at-large position on CPLP Task Force</p>	
Project Management Team	<p><i>Late April</i></p> <p>Finalize and issue RFP</p>	<p><i>Consultant Selection Committee Meeting #1</i></p> <ul style="list-style-type: none"> • Receive proposals for review 	<p><i>Consultant Selection Committee Meeting #2 and #3</i></p> <ul style="list-style-type: none"> • Select top proposers • Interviews 	<p><i>Late July</i></p> <p>Board considers approval of design team contract</p>			

DRAFT

**Gladstone Library Task Force
Value Statements and Identified Community Needs**

Please note these are not listed in order of priority.

We value:

- A flexible, welcoming and safe facility where community members can access technology and knowledge to promote learning, literacy, and shared assets for all people, regardless of age, race, class/income, gender, physical ability, or language skills.
- Nature, sustainability, and livability through green space, natural light, art, walkability, and access to the outdoors.
- Affordable and easily accessible spaces, both large and small, that can be utilized by the entire community.
- The community's creative spirit through art programs and displays of community art.
- Building a shared sense of community identity in Gladstone where community members can share news, opportunities, and knowledge.
- Recognition of the community's effort to bring a Gladstone Library to life.
- Respect for and understanding of the rich history and culture of Gladstone.

Raw notes from Values Exercise (4/10/19)

What is important to us in this Gladstone community?

- Safety
- Community news
- Community civic buildings
- Walkability “peds”
- Shows pride in community, Gladstone strong!
- Free meeting space for City support groups
- Coffee/tea shop
- Meeting room with kitchen
- Flexible space
- Sustainability, very green
- Daylight
- Outside space
- Technology
- Mobile technology (flexible)
- Artwork
- Booksale space/gift shop
- Sponsor’s names in bricks or on a building (as a recognition of efforts and advocacy to get library in Gladstone)
- Books
- Literacy
- Literacy for ALL: places for tutoring, feels safe, open, homey for all age groups
- Safe and accepting to open your mind
- Reflects access to nature, art, livability
- Economically accessible to all income levels
- Children’s space!
- Welcoming to all: English as a Second Language (ESL) access to all
- Equal access: age, ability
- Inclusive
- Engagement
- Grassroots involvement

Are there any gaps in your community?

- No real place to meet, socialize. Something that stays open after 5.
- Meeting space that you don’t have to pay fee or insurance fee for
- Access for all: income levels, mobility (wheelchairs, etc.) languages



Minutes – Meeting #3
Gladstone Community Library Planning Task Force
Wednesday, May 8th, 2019, 5:30 p.m.

Gladstone Senior Center
1050 Portland Avenue
Gladstone, OR 97027

UNAPPROVED

Task Force Members Present: Todd Anslow, Debrah Bokowski, Kristi Haller-Shaffer, Lisa O’Brien, Nancy Turner, Margaret Bertalan, Nancy Eichsteadt, Natalie Smith, Beverly Chase, Lani Saunders, Leslie Shirk

Members Absent: Laurene McClintock, Libby Smith

Members Unexcused: Oscar Haugen

Staff and Officials Present: Kathryn Krygier, Project Manager; Allison Brown, Facilitator with JLA Public Involvement; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Amber Johnson, Public & Government Affairs; Liz Weber, Administrative Specialist, BCS

The meeting began at 5:30 p.m.

Kathryn Krygier welcomed the group and reviewed the agenda.

4/10/2019 Meeting Minutes

Allison Brown moved to review the minutes and it was brought up that the Task Force members didn’t receive their copy of the minutes until the day before today’s meeting. The Task Force decided to hold off approval until next meeting in June.

Project Updates

Kathryn Krygier reviewed the posting date for the Concord/Oak Lodge Library/Gladstone Library Request For Proposals (RPF) and provided the Task Force copies of the final RFP which closes on May 23, 2019.

Code of Conduct

The Board of County Commissioners (BCC) recently approved the Advisory Board Committee Code of Conduct which was distributed to the members of the Task Force. Task Force members were encouraged to review the Code of Conduct and return the signature pages at the next meeting on June 12th.

Near Term Schedule

Kathryn Krygier reviewed the updated near-term schedule. She noted the July meeting was planned to be a joint meeting with the Concord Property and Library Planning Task Force to meet the design team. She mentioned she hoped to have as many joint meetings as possible for efficiency. In August, the team will reserve a table to attend the Gladstone Community Festival to get input on the draft values and get more information about the project. There were no questions about the schedule.

Concord TF Update

Kathryn Krygier updated the Task Force on the last Concord Task Force meeting and reported they elected their Chair and Vice-Chair.

- Chair, Doug Jones
- Vice-Chair, Dennis Hickey

The two representatives for the RFP Selection Committee were also elected by the Concord Task Force.

Community Values

Allison Brown reviewed the draft values and explained they will be used as a guide to steer the Task Force in future planning decisions. Allison asked the Task Force to review the document to make sure these values reflect the needs of the community. The feedback from the group included:

- Kristi Haller Shafer would like to include adults and seniors suggesting not everyone has children or a family. Inclusivity of all ages.
- Beverly Chase suggested adding language describing the need for space that the community can use especially adequate space for small groups.
- Lani Saunders suggested adding language about tutoring space and that the library should reflect the rich history and culture of the area.
- Nancy Turner suggest changing language to “flexible, welcoming facility.”
- Margaret Bertalan would like to add language that includes partnerships with schools.
- Lisa O’Brian suggest removing the ‘youth and parents’ bullet.

Allison will incorporate all of these suggestions and invited the committee to send additional thoughts or feedback to staff.

Kathryn Krygier reminded the group there will be more opportunities to make suggestions for needs, programming and adjacencies (uses that need to be located next to each other) during the design process. Lisa O’Brien asked if there would be a second story. Kathryn clarified that this would add significant additional expense, and won’t be necessary. The current footprint of the site selected for the library is 10,000 square feet, and the library will be 6,000 square feet.

There was a question about the basement space in the current City Hall and Kathryn Krygier said the contractor and demolition contractor will take a look at that carefully when the time comes.

Chair and Vice Chair Selection

Allison Brown reviewed the handout identifying the roles of Chair and Vice-Chair. Allison also briefly reviewed the role of the facilitator and how they would interact with the Chair and Vice-Chair at future meetings.

Natalie Smith asked if anyone had attended the Library District Advisory Committee (LDAC) meetings and said their Chair is an excellent example. She shared some of the qualities that she felt made those meetings successful, including that Chair's ability to successfully facilitate discussion among the members and guests.

Lisa O'Brien wondered why the Chair and Vice-Chair needed to be selected so soon. Staff noted that this was timed to coincide with the selection of a Chair and Vice-Chair in the Concord Task Force, but the Gladstone Task Force could choose to do things differently.

There was some discussion among Task Force members about how prepared they feel to make this decision. Todd Anslow stated as a large group, they don't know each other very well but there are smaller groups of folks that have worked together before. Leslie Shirk said what she knows what she needs to know about this group, and noted that they were all there for the common purpose of building a library. She said the Task Force needs the Chair and Vice-Chair very soon as the Task Force needs representation to provide input to the Staff. Debra Bokowski agreed that the group needs their own leadership soon but felt that waiting until the next meeting is fine. She felt that waiting a year is too long.

Nancy Turner asked how the group might get to know each other better. Beverly Chase noted that the Library Foundation has a social hour before their meetings, and suggested that this Task Force could do something similar. Staff noted that this would be possible.

Leslie Shirk stated the nomination process would allow everyone to get to know each other better. Allison outlined the proposed process for selection of a Chair and Vice Chair, including the opportunity for each candidate to 'pitch' to the group why they would be a good fit in that role. Allison noted that this was the same process used in the Concord Task Force selection.

Todd Anslow said they wanted Task Force members from the library boards be excluded from filling open positions for the first year because they are political in nature.

Kristi Haller Shaffer said she has a handle on this group from our small group exercises and conversations she's already had. She is ready to go ahead with the process.

Allison summarized the comments:

She observed there was some desire in the Task Force to put this decision off for one meeting and add a social hour to the June meeting. Natalie asked if there was anyone at the table who wanted to elect the Chair and Vice-Chair at this meeting. With that, Allison asked the group to vote on whether they wanted to select their Chair and Vice-Chair at this meeting, or the next. The results were: Vote Now: 4, next Meeting: 7

The group agreed to host a public social hour at the regular meeting time in June and select their Chair and Vice-Chair at that meeting

Presentation of Settlement Agreement

Greg Williams gave a brief presentation on the background of the library district, library district funding and the County's Settlement Agreement with the City of Gladstone.

Greg began by outlining the Library District history, including the Master Order, Master IGA and Capital IGA. He also outlined district funding, and the funding formula for County libraries. He reviewed the specific details on the service areas and allocated funds for the Gladstone and Oak Lodge libraries. He also revisited the details of the County and Gladstone Settlement Agreement. He paused for questions and comments at this time.

Q: Why did they divide the incorporated and unincorporated service areas this way?

A. Laura Zentner answered it was part of the Settlement Agreement decided by the County and the City.

Debrah Bokowski stated that she lives in the unincorporated area and was counted as a body in that population but her tax dollars still go to the City of Gladstone but they have no vote on the library. Several members said they do not understand why this is. Todd Anslow pointed out it is a done deal and there's no recourse.

Greg continued with the Settlement Agreement presentation.

Q. Does the \$200,000 the City of Gladstone pays the County to run the Gladstone Library continue after the library is built?

A. Yes

Greg reviewed some efficiencies already made between the Gladstone Library and Oak Lodge outlined in the PowerPoint.

Q. Where's the future money coming from?

A. Current distributions. If the Oak Lodge Library winds up on/in the Concord property, efficiencies will increase.

Kathryn Krygier reviewed current costs of construction for public building, and underscored that construction costs have risen in the past few years, and they can't be sure what the costs will be when they begin construction.

Q. Is the County committed to 6,000 square foot (size) or \$300/square foot?

A. Greg Williams that the County is committed to the size of library outlined in the Settlement Agreement.

Allison asked the Task Force if there were any additional questions while the project management team was present. There were none.

Public Comment

Susan Liston: Thanks the Task Force for their efforts in this library planning process.

Next Steps and Final Comments

- At the June meeting we will have social time, select Chair and Vice Chair. Margaret Bertalan will not be at the June meeting.

- Staff will secure a booth at the Gladstone Community Festival, August 2-4, 2019. Task Force members will need to volunteer to staff the booth. NCPRD will be hosting a Movie in the Park, August 10th and the Concord Task Force will be there collecting community values and input.
- One of the Task Force Members mentioned there was a value exercise done at the Gladstone Library some time ago. Allison reiterated that part of the RFP is community engagement. BCS has the value boards. They will be brought to the next Task Force Meeting.
- The Task Force would like to see the Intergovernmental Agreement (IGA) regarding upcoming formation of the combined Library Board while it is in process. Laura Zentner will ask legal counsel from both the County and the City of Gladstone if the Task Force can see it. Kathryn noted the Gladstone Task Force Charter states they are to make a recommendation to the board on the composition of the Library Board. One of the members mentioned that there is a strong feeling that there should be two library boards, one of Oak Lodge Library and one for Gladstone Library but Laura Zentner stressed that it would be much more efficient with one board directing the Library Director and is confident that both libraries will maintain their identity.
- Leslie Shirk showed the Task Force documents forming the Clackamas County Library Board of Trustees. Leslie did not have copies for the group, but will work with staff to make sure that copies can be distributed to interested members.

The meeting concluded at 7:30 p.m.

NEXT MEETING

5:30-7:30 p.m., Wednesday, June 12, 2019

Location: Gladstone Senior Center



Minutes – Meeting #3
Gladstone Community Library Planning Task Force
Wednesday, April 10th, 2019, 5:30 p.m.

Gladstone City Hall
525 Portland Avenue
Gladstone, OR 97027

UNAPPROVED

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

Task Force Members Absent: Oscar Haugen, Lani Saunders, Debrah Bokowski

Staff and Officials Present: Kathryn Krygier, Project Manager; Allison Brown, , Facilitator with JLA Public Involvement; Laura Zentner, Business and Community Services (BCS) Director; Greg Williams, BCS Deputy Director; Mitzi Olson, Director, Gladstone and Oak Lodge Libraries; Amber Johnson, Public & Government Affairs; Jacque Betz, Manager, City of Gladstone; Liz Weber, Administrative Specialist, BCS

The meeting began at 5:30 p.m.

Laura Zentner welcomes group and introduces Kathryn Krygier as Project Manager

1/29/2019 Meeting Minutes

There are a couple of name misspellings pointed out for correction. There is a question on the meeting protocols on how many meetings can be missed (unexcused) and how many members must be present to make up a quorum. The Minutes were unanimously approved by the Task Force.

Final Meeting Protocols

- The Task Force decided that three unexcused absences may result in removal from the task force. Everyone is in agreement.
- 3/4 members present required to vote on a recommendation.

Final Meeting Protocols are approved and adopted.

Process Graphic

Kathryn reviewed the project process graphic with the Task Force.

Q: Is the money married?

- A. There are two pots of money which will be accounted for separately. Due to efficiency requirements the operations will be joined.

Q: If they do not use the Concord property and the Oak Lodge library is situated very close to Gladstone would the services still be duplicated?

- A. There are three options for Concord right now: In the building, outside the building or an addition.

Q: Where is the money right now?

- A. There are the existing library district funds plus approximately \$300/sq ft budgeted which will be acquired by a revenue bond. There could be a debt service that may come out of operations in the future.

Q: Will the Gladstone library be delayed by what's going on with Concord/Oak Lodge.

- A. Potentially.

Q. In the settlement agreement there were assumption of costs. The second assumption is the debt will be covered by the service area revenue.

- A. We will bring a presentation on the settlement agreement at an upcoming meeting.

Q. Will the groups be brought together for big decisions?

- A. Potentially yes.

Near Term Schedule Graphic

Kathryn reviewed the near term graphic with the Task Force.

Q: Is the TF #'s used for the selection committee based on the sizes of the libraries? If we're working in concert, shouldn't the numbers be equal on the committee?

- A. A solution would be to pick one person and an alternate in case they are allowed to have two people on the selection committee.

Consultant RFP

Kathryn reviews the process for the upcoming selection of the consultants and Task Force member's role on the selection committee.

Q: Will the selection committee meetings happen during business hours?

- A. Most likely.

Q: While the RFP is being developed, would the McKenzie report from three years ago be considered?

- A. Yes as part of the technical investigation.

Q: Has it been decided if its going to be a single or multi story building?

A. Yes, a single story building.

Q. Who makes up this consultant team?

A. Building architect, landscape architect, engineering, etc.

Q: Who are you looking for to volunteer for this selection committee?

A: It's going to be a fair amount of work. Anyone is of value who wants to volunteer. Probably a min of 6 hrs to review the proposals. Meetings should last for 2-2.5 hours. Interviews will be a 5-6 hour meeting.

Q: What are the basic components of each proposal?

A: This is a request for qualifications. They will have done a library or civic type building. Then look at individual experience with the complexities of this project. Being able to engage with the public is very important.

Q: This process is for both libraries?

A. Yes

Q: How will this work?

A. This is a request for qualifications. No costs estimates at this time. Once the consultant is hired, then the scope of work is hammered out

Q: Would this happen? We hire these folks and it turns out they can't deliver what our budget restraints are?

A. This is where the project manager will keep these things on track. Consultants could be changed - that is not an ideal outcome by any means.

Q: If they use the concord building, this could create issues that do not effect the Gladstone build. These are two totally different projects.

A. Yes, that is a concern.

Q: Will this be explained clearly in the RFP?

A. Everything we know will be in the RFP.

Q: The projects are so totally different. We don't want to end up playing the 'stepchild' to the larger project. If that happens, that will not be acceptable. We want another person on the selection team.

A. Laura is confident that the consultant can handle the project.

****Allison stops the discussion to ask if the Gladstone can have two TF members. LZ approves.****

Q: Can there be two different consultants? We already have this McKenzie report?

A. The selection committee is going to select one firm.

Q: How do we proceed to select our representatives from this Task Force?

A: Interested persons will step up and the committee will vote.

Q. What is the time frame?

A. End of May, early June.

Member Self Nomination for the Selection Committee: Beverly Chase, Kristi Haller-Shaffer and Nancy Eichsteadt

Beverly Chase: I have drafting experience and worked for an electrical contractor. I like this sort of thing.

Kristi Haller-Shaffer: I am a creative person. I love libraries. My father served on the city council in Seaside and through that learned a lot about contracts, building. I am level headed and will listen.

Nancy Eichsteadt: I've had experience reviewing RFPs at PSU.

Result of Voting:

First round: 6 Nancy, 4 Beverly, 1 Kristi. Committee decides to accept the top two.

Public Comment

Q. The settlement called for a 6,000 sq ft library. How many people will be using the library? Can the library be larger?

A. 6,000 sq ft is the target. There is a possibility of a change based on cost, programming, design.

Q: Affordable housing is an issue. Can we put housing above the library?

A. This is not being considered at this time.

Q. Be sure to ask the consultant how many change orders in their last five jobs.

Laura Zentner stated she is concerned about the 'stepchild' comments that have been made. She reiterated how important both libraries are to the county.

Values Exercise

TF Members completed the Values Exercise and results were quickly reviewed by Allison. She will bring all of these values together for the Task Force and make them into a cohesive list.

Next Steps

Kathryn reviewed the next steps for the Task Force

- Review values
- Select chair and vice chair
- Learn more about the settlement agreement and financial picture.

Future Meeting Space

- Needs to have access (Gladstone elevator is broken)
- Somerset Retirement Community
- Gladstone Senior Center
- Gladstone Center for Children and Families
- Gladstone High School

It was requested that the position descriptions for chair and vice chair be sent prior to the next meeting.

The meeting concluded at 7:30 p.m.

NEXT MEETING

5:30-7:30 p.m., Wednesday, May 8, 2019

Location TBD