

Library District of Clackamas County Advisory Committee

Minutes - **UNAPPROVED**

October 23, 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	Chair
Nancy Niland	Lake Oswego Public Library	Present	
Karol Miller	Ledding Library of Milwaukie	Present	
VACANT	Molalla Public Library		
Don Wright	Oregon City Public Library	Present	
George Hoyt	Sandy Public Library	Present	
Pam North	West Linn Public Library	Absent (excused)	Vice Chair
Caroline Berry	Wilsonville Public Library	Present	

Others Present

NAME	NOTES
Greg Williams	Clackamas County Library Network - LDAC Liaison
Don Krupp	Clackamas County Administrator Library District Administrator
Bill Baars	Director, Lake Oswego Public Library
Michele Kinnamon	Director, Estacada Public Library
Doug Erickson	Director, West Linn Public Library
Mitzi Olson	Manager, Oak Lodge Library
Pat Duke	Director, Wilsonville Public Library
Maureen Cole	Director, Oregon City Public Library

	Chair, LINCC Directors Group
Lauren Gunderson	Interim Director, Gladstone Public Library
Doris Grolbert	Director, Happy Valley Public Library
Laura Zentner	Acting Director, Clackamas County Business and Community Services
Paul Savas	Vice Chair, Clackamas Board of County Commissioners
Jack Frick	Sandy

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 Al M. at 7:00 PM.

Roll call was taken.

Connie R. moved to approve the minutes of the August 28, 2017 meeting as submitted.
Kathleen M. seconded. The motion passed unanimously.

Settlement between City of Gladstone and Clackamas County

Don Krupp provided an overview of the settlement agreement recently made between the City of Gladstone and Clackamas County.

Don K. briefly described the events of the last 14 months that led to the agreement. Don then shared a presentation he had given to the Clackamas County Board of Commissioners regarding the settlement.

Don K. indicated the settlement represented a restart and a path forward towards a comprehensive library solution for the Gladstone and Oak Lodge service areas. As part of the settlement, the City of Gladstone agrees to drop litigation against the County. The settlement envisions a library service model similar to that employed by the City of Sandy, namely a single library with two branches. The goal is to have approximately 25,500 square feet of new library space to serve the combined service area (approximately 19,500 to serve the Oak Lodge area, and 6,000 to serve the Gladstone area). The location of the new Oak Lodge facility has not yet been determined, while the new Gladstone facility is envisioned to be on Portland Avenue where Gladstone City Hall is currently located (although the terms of the agreement do provide for the possibility of an alternate location). Costs will be paid through a combination of existing reserves and annual revenue. The settlement agreement also calls for a robust public involvement process.

Don K. called the settlement a “Win-win-win”: Clackamas County is able to resolve litigation between the County and a constituent city, while 50,000 residents of Clackamas County will receive two new library facilities. The City of Gladstone will benefit from a new facility in the downtown area, with no additional taxes required for library construction. The settlement envisions both buildings being operated by Clackamas County, with Gladstone library staff becoming County employees. Finally, the residents of the Oak Lodge service area benefit from a new facility up to 3 times as large as the current library, as well as having the opportunity to help shape the vision of the new library facility to ensure it meets community needs.

Don K. shared some initial, high-level financial projections regarding how construction and operation of the new facilities might be financed. He pointed out that the settlement eliminated significant litigation-related financial risk to the County. He also pointed out that the settlement provides for the City of Gladstone to contribute \$200,000 per year (with annual adjustments) from the general fund to support library operations; this contribution will be subject to approval by City of Gladstone voters. The City will also provide the site for the Gladstone branch.

Don K. outlined some of the obligations of each party under the settlement agreement. Clackamas County will manage operations of both branches, will work to make any necessary modifications to the Library District Master Order and/or Library District IGA, and will coordinate a robust and transparent public engagement process. The City of Gladstone will submit a ballot measure to rescind the prohibition of using local funds for library construction, will contribute \$200,000 per year (adjusted annually) for library operations, will provide City-owned land for the Gladstone library facility, and will partner with the County to commit to a robust and transparent public engagement process.

Don K. shared some details on the anticipated robust public engagement process. He indicated feedback would be solicited on topics including (but not limited to) location, size of facility, services/amenities offered, and (potentially) changes to advisory board structure. He indicated the process would involve the Oak Lodge Library Board of Trustees, the Gladstone Library Advisory Board, the Library District Advisory Committee (LDAC), as well as other stakeholders, library users, and the general public.

Don K. indicated he believed that there was a significant amount of work ahead. He also pointed out that while the settlement agreement relies on current revenue, the agreement does not preclude either community (or both communities) from pursuing capital measure(s) to build larger library facilities, and/or to preserve and protect operating revenue. Don K. anticipated that were any such measure(s) to be pursued, both he and the Board of County Commissioners would likely be supportive.

Don K. then entertained questions. George H. asked what changes to the Master Order might be needed. Don K. indicated that the Master Order would need to be changed to allow operational funds (both reserves and ongoing) to be used to pay down capital debt. George H. asked what portion of District operating funds might be used for capital debt retirement. Don

K. cautioned that all figures were rough estimates at this time, however, current estimates are for approximately \$310,000/year being used to service a 20-year debt (out of a total distribution for both service areas of \$2.2 million). Don K. also confirmed that these funds would be taken exclusively from the Gladstone and Oak Lodge distributions, and would not affect distributions to other Library Cities.

Caroline B. asked what would happen if the City of Gladstone does not pass the local ballot measure rescinding the prohibition on using local funds for library construction. Don K. indicated that were that to happen, the County would be “off the hook”; the City of Gladstone would need to pursue other alternatives, and the County would work closely with the Oak Grove and Jennings Lodge communities on library services moving forward. He also mentioned that if the County failed to amend the Master Order, the County would pay \$360,000 (from the County General Fund) to the City of Gladstone.

Al M. asked Don K. for a rough timeline for the activities/actions going forward. Don K. indicated that any public votes would need to take place in May, 2018. He also indicated he felt it was too early for a definitive development schedule, and that he considered his next step to be collecting feedback from stakeholders on how to work together to facilitate the public engagement process. Don K. is hopeful that schedules/plans start to develop out of that engagement process.

From the audience, Jack Frick asked how much of the \$3.5 million currently in reserves came from the District levy. Don K. answered that approximately \$2.5 million had come from distributions to the Oak Lodge service area that weren't able to be spent. Jack F. asked if the Master Order has to be changed for the Gladstone issue to “go away”. Don K. answered that if the Master Order is not changed, that would represent a failure of the County to live up to its obligations in the settlement agreement, and the County would pay the City of Gladstone \$360,000. Don K. also clarified that that litigation will be dropped regardless of whether the Master Order is changed or not. Jack F. asked what would happen to the money currently being held in reserve if the Master Order was not changed. Don K. indicated those funds would remain in the reserves that are dedicated to the Oak Lodge Library.

Karol M. asked if the Master Order was amended, would that open up use of operational funds for capital purposes for all District libraries? Don K. said that would depend on how such an amendment was written. Don K. said that there have been discussions on potential amendments, knowing that there may be sensitivities to using District funds for capital purposes. He indicated it would be helpful for the Board of County Commissioners to hear feedback on this topic as amendment is considered.

Kathleen M. said she saw language in the settlement that said, if necessary, the County would submit a ballot measure concerning the amendment to the Master Order. She observed that changing the Master Order would seem to require a County-wide ballot measure. Don K. answered that the Board of County Commissioners has the authority amend the Master Order,

however, any amendment would be subject to a remonstrance process, which could potentially result in the amendment being referred to County voters.

From the audience, Paul Savas indicated that for him, the settlement represents a compromise. He also indicated that no one can remonstrate against the County until the County takes some action, and the timeline for the County taking such action wasn't set. He suggested it might behoove the County to wait on changing the Master Order until community needs are more clear. Don K. reiterated that the settlement agreement eliminated a potential significant litigation risk, and as part of that agreement, the County agreed to change the language of the Master Order. Don K. recognizes sensitivities about changing the Master Order, and anticipates having future discussions about the language of any such changes.

George H. indicated he felt that, as representatives of District libraries, LDAC should have a big hand in the wording of any Master Order amendment. George H. indicated a concern that allowing the use of District funds for capital purposes could reduce funds available for operations and reduce service levels (both for Gladstone and Oak Lodge, as well as other District libraries). Don K. indicated he wasn't expecting cities to willingly injure their capacity to support library operations. George H. indicated a concern that political decisions sometimes aren't made on a logical basis. Don K. indicated that, while he did not know what changes the Board might ultimately make, he expected the Board to work with County Legal Counsel to determine what changes can/can't be made to the Master Order, and anticipated working with LDAC to try to address concerns and sensitivities. He also wanted to get feedback from LDAC on how to best engage the Gladstone and Oak Lodge communities going forward.

Caroline B. wanted to know to whom additional questions could be addressed. Don K. indicated those questions could go to him, and that he'd be happy to come out and talk to local stakeholders.

Kathleen M. asked if there would be gatherings or public meetings at other District libraries. Don K. indicated that he didn't anticipate conducting public meetings regarding the settlement agreement at other locations (as the focus of the planned public engagement process is to build libraries to serve the Gladstone and Oak Lodge communities), but that the County would be happy to meet with City Councils and/or City staff to provide information about the agreement. Al M. requested that once the public engagement plan is more fleshed out, that it be shared with LDAC.

From the audience, Paul S. indicated that he is aware of some of the issues surrounding changing the master order (including respecting the intent of voters, and equity issues for Cities who may have already bonded for capital projects). He would like to hear feedback from LDAC, Gladstone and Oak Lodge boards, and Cities. Don K. indicated he sees the settlement as a significant opportunity to provide quality library facilities to the communities in the Oak Grove and Gladstone service areas.

Data Subcommittee update

Al M. went over the latest draft version of a potential revised Annual Progress Report form. Individual members of the data subcommittee reviewed each of the form's five sections.

- Al M. reviewed section 1, which reports the makeup of the library's service area population, as well as the composition of the local library board.
- Grover B. reviewed section 2, which reports revenue and expense data. Many of the questions use data which is already provided to the State Library of Oregon. Grover also pointed out that if Cities are providing local funding in excess of the amount of allocated costs being charged, those allocated costs do not need to be reported in detail.
- Kathleen M. reviewed section 3, which reports information related to the service standards contained in the Library District IGA, and asks whether or not libraries are meeting current Oregon Library Association standards.
- Karol M. reviewed section 4 and section 5. Section 4 provides space for any additional comments, while section 5 indicates that the Library Director, Library Board Chair, and LDAC representative have jointly prepared, reviewed, and approved the report. In the past, only the Library Director would prepare and submit the Annual Progress Report form.

Since the State Library of Oregon report as just submitted, Grover B. suggested that a "trial run" of this form be conducted. There was some discussion over whether the intent had been for the LDAC member to sign (in addition to the Library Director and Library Board Chair) as Karol had indicated. It was agreed that it would be appropriate for the LDAC Representative to sign, as Karol had indicated.

Kathleen M. made a motion that LDAC reps sit down with the Library Director and Board Chair, fill out the draft form, then be prepared to provide feedback and comments at the next LDAC meeting. The motion was seconded by Grover B. During discussion, the idea of having a City Manager and/or City Finance Director also sign the form was discussed. Al M. suggested that this could be a topic for further discussion after the Library Director, Board Chair, and LDAC Rep had finished this initial "trial run". George H. called the question. The motion passed unanimously.

Old Business

Al M. reviewed location of building exits and evacuation procedures in case of emergency.

New business

No new business was introduced

Scheduling next meeting

The next meeting was scheduled for Monday, January 22 @ 7:00 PM.

Doug Erickson asked if an email from the subcommittee could be put together explaining the revised form and the process that led to it. Greg W. will research the best means of creating/distributing that information.

Chair "check-in"

Al M. asked if there was any feedback from LDAC members on tonight's meeting.

- Grover B. indicated that the ballot measure passed in 2008, yet the Oak Lodge library is still in the same facility. He observed that ballot measure 3-310 said that creation of the District would ensure a stable, dedicated, long-term funding source for library services. He feels strongly that that must happen, and is supportive of the public involvement process going forward.
- Caroline B. appreciated Don Krupp coming to the meeting and presenting information on the settlement agreement.
- Natalie S. said that she thinks things are moving forward and moving in the right direction.
- George H. appreciates what the subcommittee has done with the Annual Progress Report form and looks forward to being able to review data for the whole District. He wants to see "siderails" on the use of operating funds for capital. He realizes that it might be the only way forward for Oak Lodge and Gladstone, but he isn't necessarily comfortable with allowing use of operating funds for capital purposes everywhere. He pointed out there are alternative sources of funds (bond issues, fundraising) that don't take money from operations.

Library news and announcements

- Ledding Library of Milwaukie: A public meeting was held where architects showed three possible designs for a new building. A design was selected, and the architects are proceeding with developing a plan. Information is available on the City website.
- Lake Oswego: The new AMH system is working well. The Library is building a garden in honor of late local author Brian Doyle. The City proclaimed 11/6 Brian Doyle day and the garden will be dedicated then. The Lake Oswego Friends have recently given \$25,000 to gear up for the "Lake Oswego Reads" event.

- Canby: There are new art installations, which local kids helped to decorate. Storytimes are now being offered in English, Spanish, and Russian. The Library is working with the Foundation on a makerspace. Local Rotary, Kiwanis, and Friends group continue to support the library generously. The Library's annual report to the City is available on the City's website.
- Estacada staff spaces have been remodeled, and are much more open than before. The Library will be adding a 3rd preschool storytime (focusing on music and movement) on 11/6. On 11/4, the library will be participating in the "Festival of the Fungus" ...come learn everything about mushrooms!
- West Linn: The library held a successful "Kindergarten Carnival." Notification of the event was sent to nearly 600 Kindergarten students in the City, 125 students showed up, and 50 signed up for new library cards.
- Oak Lodge: The Library is continuing to see strong support from the Friends group, who recently had a successful "Donuts for Donations" program, which not only brought in donated items for the bookstore, but allowed the Friends to disseminate information about the library to the community. Mitzi is grateful for the community's willingness to compromise in order to move forward with resolving the library situation.
- Wilsonville: The library is waiting for bid responses for the planned renovations. On 11/4, the Library Foundation will be holding a "Toast to Imagination" fundraiser. Attendees will be able to sample wines from several local wineries.
- Oregon City: 40,000 items were checked out last month (as opposed to 30,000 during the same month last year), and 33,000 people came through the doors (as opposed to 20,000 the same month last year). The library celebrated 1 year in the new building with a special event for donors. One of the Library's longtime employees is retiring after 25 years. The new AMH system is freeing up library staff to step away from the backroom circulation area to help patrons in the library.
- Gladstone: The Library has a new website, which is now integrated with the City website. The baby storytime started last month is proving to be very successful. There are numerous harvest-related events coming up. The library will be offering NaNoWriMo (National Novel Writing Month) programming for the first time this year.
- Sandy/Hoodland: Library programming keeps growing!
- Happy Valley: The Library Board is working on the Library Strategic Plan. Last month, a Teen Council member proposed an idea for a Harry Potter program. The program was approved, and the Teen Council took responsibility for designing, planning, and advertising the program. Over 150 people attended, and Doris was proud to see the

young members of the Teen Council plan and execute such a successful program. Happy Valley is also working on their library website.

- Library Network: Greg reported that his office is working on finishing up the initial RFID and AMH implementation.

The meeting was adjourned at 8:23 PM.

Minutes submitted by Greg Williams