

Library District of Clackamas County Advisory Committee

Minutes - **APPROVED**

January 22, 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		
Don Wright	Oregon City Public Library	Present	
George Hoyt	Sandy Public Library	Present	
Pam North	West Linn Public Library	Present	Vice Chair
Caroline Berry	Wilsonville Public Library	Present	

Others Present

NAME	NOTES
Greg Williams	Clackamas County Library Network - LDAC Liaison
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
Irene Green	Director, Canby Public Library
Katie Newell	Director, Ledding Library of Milwaukie
Sarah McIntyre	Director, Sandy and Hoodland Public Libraries
Paul Savas	Clackamas Board of County Commissioners
Kathy Draine	Citizen
Thelma Haggenmiller	Citizen
Nick Dierckman	Citizen

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.

Grover B. moved to approve the minutes of the August 18, 2017 and September 22, 2017 subcommittee meeting minutes as submitted. Kathleen M. seconded. The motion passed unanimously.

Connie R. moved to approve the minutes of the October 23, 2017 meeting minutes as submitted. Natalie S. seconded. The motion passed unanimously.

Draft Annual Progress Report Forms

Greg W. led a review and discussion of the most recent draft of the Annual Progress Report form. Greg reported on a few changes he had made to the form since the last meeting, based on issues libraries had encountered/reported while filling it out.

Greg also solicited feedback on issues others had encountered while filling out the form, and the group discussed and approved some changes.

SECTION 1 – Library Board Composition

- No significant changes

SECTION 2 – Financial Data

- Removing some lesser-used revenue lines.
- Confirming that is more valuable for the Annual Progress Report form to match local budgetary/financial data rather than amounts reported to the State Library of Oregon.

- Adding a section where bond/capital balances and other capital/bond activity can be reported.
- Removing the dedicated Friends of the Library revenue line, and instead providing a narrative section where libraries can, if desired, discuss Friends/Foundation activities/support during the year.
 - Several libraries provided feedback that Friends groups/Foundation were separate entities, that Friends/Foundation (not the Library) made spending decisions, that contributions from Friends/Foundation were not necessarily regular and/or predictable, and that these groups frequently paid directly for equipment/services to support the library (rather than providing cash contributions to the Library). For these reasons, there was concern about including these contributions in the Library’s revenue section. It was agreed, however, that providing some visibility into Friends/Foundation support would be useful, hence the new narrative section.
 - For libraries that want/need to report Friends’ revenue as operating revenue (such as Canby), one of the ‘Other Revenue’ lines can be used to indicate that Friends revenue is included in City budget numbers.
- Using debit/credit notation and/or different colors to more clearly distinguish revenues from expenses.
- Expanding the ‘Other operating expenditure’ total to allow for more granularity of reported expenses, especially those representing a significant expenditure (such as rent and debt service).
 - For example, Grover B. reported that Oak Lodge’s “Other operating expenditures” amount was over \$300,000. He felt that the amount was large enough that it should be broken out to provide additional detail.
- Some text edits in instructions and field labels.
- Providing information about each library’s fiscal cycle (annual or biennial).
- Grover B. brought up the idea of comparing allocated costs with overall District revenue somewhere on the form. Greg W. suggested such calculations might be more easily done on a spreadsheet which consolidated the data reported by libraries.

SECTION 3 – Service Standards

- Question 3.11 will be visually separated from the remainder of the standards question. That question and the following question (3.12) will be re-worded to find out 1) in the last year, has the local library board reviewed the most recent OLA standards and 2) what the results/findings of that review were.
 - Mo C. provided background on the ongoing efforts to refine current OLA standards, and to make them more useful, including additional criteria/guidance on determining when a standard has been met. She indicated that the concept of “meeting standards” isn’t black and white, and provided some examples.

- After discussion, the group agreed that it's important to know that local library boards are regularly and actively reviewing and discussing applicable, evolving standards.
- There was some discussion about the utility of questions 3.1 – 3.10, which refer to standards contained in the District IGA (and which are outdated). It was decided to keep those questions on the form until such time as the IGA references other standards.

SECTION 4 – Additional Information

- No significant changes

SECTION 5 – Certification

- No significant changes

For the next meeting, Greg will work to revise the Annual Progress Report form, send out updated forms to Directors for review/updating, and consolidate the results into a single spreadsheet for review by LDAC.

Statement from LINCC Library Directors

As the Chair of the LINCC Directors Group, Mo Cole presented LDAC with a joint, written statement from LINCC Library Directors. The statement is intended to convey the Directors' agreement on several points, namely:

- With regards to ongoing Master Order discussions, the LINCC Directors do not advocate any particular outcome.
- The LINCC cooperative has a long history of libraries collaborating and supporting one another.
 - That collaboration and support is only getting stronger. Significant time and resources are invested in working together to make sure District-wide service is constantly improving.
 - The LINCC Directors are grateful for the support provided by the County via the Library Network office.
- The District, however, does face some significant challenges:
 - While the diversity of our communities is a strength, the differing makeup of service populations, and the differing resources of individual Cities is a challenge.
 - The District structure is very complex, and Library Directors must constantly balance competing needs.
 - Library District revenues will not be sufficient to maintain library service levels in the future. This insufficiency is an “elephant in the room” that must

be addressed. District revenue is not sufficient to cover capital and operations, and for some libraries, it is not even sufficient to cover operations. This issue is serious and needs to be proactively addressed.

Master Order discussion

Al M. invited Commissioner Savas to review Master Order developments over the last few weeks.

Comm. Savas reflected that when he first was elected to the Board of County Commissioners, the Library District was explained to him as a simple, financial pass-through district. Over the past year or two, he has come to realize that the Library District is much more than a “paper” district, and he expressed his gratitude for the contributions made by Library Directors, staff, and citizens.

Since the last LDAC meeting, Comm. Savas worked with fellow Commissioners, staff, and citizens to revise drafts of the Master Order in order to accommodate the terms of the settlement agreement between the County and Gladstone. The BCC learned that the timing outlined in the settlement agreement was problematic, and the County is now working with the City of Gladstone to extend the timeframe for making needed changes to the Master Order and Master IGA. Comm. Savas sees an opportunity to address both the Master Order and Master IGA at the same time, and envisions participation by various stakeholders, including LDAC, BCC, City Managers, City Councils, and Library Directors.

The BCC has directed staff to organize a Task Force to work on needed amendments, and the suggestion has been made for the Task Force to have meetings in different parts of the County (perhaps at libraries). Comm. Savas suggested these meetings might also be an opportunity to educate stakeholders about some of the issues raised in the statement made by Library Directors. Comm. Savas hopes for an inclusive task force that identifies a remedy or solution to the current issues.

Greg W. indicated that he had been asked to gather feedback from LDAC members on the composition and logistics of the proposed Task Force.

In response to a question from Al M. on timelines, Comm. Savas said he thought the County Administrator was aiming for a completion of work by November. Comm. Savas indicated he thought the group had a significant task before them, and hoped to see the Task Force get started sooner rather than later.

Al M. asked for feedback/input from LDAC members. The general consensus of members was:

- LDAC members greatly appreciated the “breathing room” provided by the extension of the settlement deadline.

- LDAC members supported the idea of a Task Force to discuss/resolve issues surrounding the Master Order, Master IGA, and Settlement Agreement.
- LDAC members recognized that the Task Force should be inclusive and include input from a wide variety of stakeholders (including LDAC members, City Managers, City Council members, Library Directors, Library Boards, citizens, and individuals who have participated in the development and implementation of the District).
- The Task Force should be “nimble”; there was strong concern that a large Task Force might not be feasible/manageable. Size recommendations ranged from no fewer than 8 to no more than 15 people.
 - Smaller subcommittees or work groups might be useful for addressing particular topics or components.
 - Smaller subcommittees or workgroups could be useful in facilitating communication and feedback with different groups. For example, one or two LDAC representatives on the Task Force could be responsible for keeping the larger LDAC group informed and soliciting feedback to take back to the Task Force.
- The Task Force should approach their work with an appropriate degree of intensity in order to get the work done in a timely fashion.
- The Task Force should have clear goals and objectives. It would be helpful if that guidance/clarification came from the BCC. For example, is the Task Force being asked to make broad recommendations, or is the expectation that the Task Force will produce a draft Master Order?
 - Having more clear guidance might make it easier to make suggestions on Task Force composition.
- The Task Force should have a strong facilitator/moderator. Any subcommittees should also have strong facilitators/moderators.
- In addition to meetings, a survey might be a useful, efficient tool for collecting additional input from various stakeholder groups.

Al M. also asked Library Directors for feedback. Directors echoed the feedback that LDAC members had provided. It was also observed that, while input from a broad spectrum of voices was welcome, any amendment to the Master IGA will require approval by 2/3 of the Library Cities. Because of that, City Managers and City Councils will likely have a large role.

Comm. Savas observed that he saw this Task Force as a highly technical committee, focusing on how to implement the terms of the settlement agreement and meshing the goals and aspirations of the settlement agreement with the Master Order and Master IGA. That's what some of the recent suggested Master Order drafts have been trying to accomplish. It's important for everyone to understand what the issues are and to trust one another. Comm. Savas also indicated he fully anticipated the meetings would be open to the public.

Comm. Savas did ask the group if they felt that the Task Force should tackle the revenue concerns that have been discussed. Al M. felt that the Task Force should focus its work on the Master Order issue, but that the revenue issues shouldn't be ignored. The Task Force meetings might provide some opportunities to educate stakeholders about these concerns. Al M. thanked Comm. Savas for his continued presence at LDAC meetings, for always listening to the group's concerns, and for relaying that information back to his fellow Commissioners.

Scheduling next meeting

Greg W. will send out a Doodle poll to see if there are dates within the first two weeks of March that might work for a meeting.

Library news and announcements

- Ledding Library of Milwaukie – The library will be moving to a temporary, 8000 square foot “pod palace” (temporary facility) in the middle of April. The Park and Ride lot (across from McLoughlin Blvd) is being provided at no cost by Metro.
- Oak Lodge – The library received a donation of a handmade cabinet to house the seed library (which will consist of 3000 packets of 800 varieties of seed). There will be an interactive community meeting at Rex Putnam High School at 6:00 PM on January 29th where citizens can provide feedback on what they'd like to see in a new library.
- Oregon City – Don is impressed with all the new programs that library staff come up with. The new building is being well-used!
- Estacada – The Adult Winter Reading program started today, and there will be four events associated with it. The library will begin an Intercambio program in March.
- Canby – There are 100 people registered for the library's first Adult Winter Reading program, which will run through March. As the library approaches its one-year anniversary with the Dolly Parton Imagination Library in April, 514 children are currently enrolled. The Foundation is working on a makerspace, and the Discovery Room is featuring weather (kids can come in to learn how clouds work, and make a barometer!). 75 people attended a recent author talk with Ruth Warner (“The Sound of Gravel”). The board is working on relations with City government.

- Gladstone – The library continues to see success with Teen programming, including a recent retro Video Game Night last Friday (which took place after hours, so attendees didn't have to worry about being too quiet!). The library is having an Adult Winter Reading program, and will have a "Blind Date with a Book" program in February. The recent public meeting regarding the settlement agreement and future plans for the Gladstone library had good turnout and was very positive.
- Sandy and Hoodland – Director Sarah McIntyre thanked Oak Lodge for donating their former seed library cabinet! The library will be kicking off their seed library this Saturday partnering with the Ant Farm (local nonprofit) for a cooperative seed exchange program. The library has planned a series of monthly seed library events.
- Wilsonville – The renovation is starting, and books are being moved around in preparation. Preparations are also underway to celebrate the 6th anniversary of the Dolly Parton Imagination Library in mid-February.
- West Linn – Work continues to renovate the former downstairs bookstore area into a children's programming area. The project should be completed in another month, and staff have been instrumental in helping work progress. The library has started one-on-one computer training courses (think the Apple Store's "Genius Bar"!). The new upstairs bookstore (operated by the Foundation) is thriving.
- Happy Valley – The library is implementing some recommendations recently made by an ergonomics consultant, including some workflow rearranging. The Library Board is reviewing goals and objectives for a new strategic plan. Storytime attendance is still strong, including 105 people attending this morning!
- Lake Oswego – The library continues to use and enjoy the new AMH machine. The library is starting a strategic planning process. The Friends of the Library gave away 800 copies of this year's "Lake Oswego Reads" book ("Good Morning, Midnight"). Thirty "Lake Oswego Reads" events are planned in February; last year, 12,000 people participated, and this year promises to have strong participation as well.

Meeting review

Al M. asked both LDAC members and members of the public in attendance for any feedback on tonight's meeting. Common themes expressed were:

- The group has come a long way and is working together effectively as a group, rather than as individuals. The group is participatory and genial with good ideas and good collaboration as well.
- It was encouraging to see many LDAC members attend recent County Commissioners meetings.

- Al M. was recognized for running meetings effectively and soliciting a broad range of input.

Al M. also asked members of the public in attendance for any feedback.

- Nick Dierckman suggested that the Master Order was more of a strategic document, and the Master IGA was more of a technical document; having the structure of the Master Order in place might be helpful for working on the Master IGA.
- Kathy Draine commended Al M.'s running of the meeting, and the civility, creativity, and honesty he engenders. She also thanked the Library Directors for their statement, and believes it will be useful to focus attention on the way forward after getting past the immediate hurdle.
- Thelma commented that while resolution is still a long way away for Oak Lodge, she can see light at the end of the tunnel.
- Comm. Savas expressed that he was initially concerned about the impact his presence (as a Commissioner) at LDAC meetings might have. But he feels the group works very well organically, and that his presence is welcome. He commended LDAC members for the hard work they are doing.

Don W. moved to adjourn. Connie R. seconded. The motion passed unanimously. Al M. adjourned the meeting at 8:58 PM.

Minutes submitted by Greg Williams