

Library District Task Force

Minutes - **UNAPPROVED**

January 24, 2020

Central Utilities Plant (CUP Building), CUP Conference Room

ATTENDANCE

Task Force/Subcommittee Members

MEMBER	REPRESENTING	ATTENDANCE	NOTES
Irene Green	Canby	Present	
Julie Blums	Canby	Absent	
Scott McClure	Canby	Present	
Connie Redmond	Estacada	Present	
Melanie Wagner	Estacada	Present	
Michele Kinnamon	Estacada	Present	
Denise Carey	Estacada	Present	
Jacque Betz	Gladstone	Present	
Michael Milch	Gladstone	Present	
Mitzi Olson	Gladstone & Oak Lodge	Present	
Ben Bryant	Happy Valley	Present	
Doris Grolbert	Happy Valley	Present	
Jason Tuck	Happy Valley	Present	
Wendy Young	Happy Valley	Present	
Jacque Siewert-Schade	Lake Oswego	Present	
Martha Bennett	Lake Oswego	Present	
Melissa Kelly	Lake Oswego	Present	
Shawn Cross	Lake Oswego	Present	
Sherry Swackhamer	Lake Oswego	Present	
Ann Ober	Milwaukie	Present	
Erin Lee	Milwaukie	Present	
Jessica Stetson	Milwaukie	Absent	
Katie Newell	Milwaukie	Absent	
Shane Abma	Milwaukie	Present	
Dan Huff	Molalla	Present	
Diana Hadley	Molalla	Present	
Grover Bornefeld	Oak Lodge	Present	
Maureen Cole	Oregon City	Present	
Larry Osborne	Oregon City	Present	
Mireya McIlveen	Oregon City	Present	
Nick Dierckman	Oregon City	Present	
Tony Konkol	Oregon City	Absent	

MEMBER	REPRESENTING	ATTENDANCE	NOTES
Wyatt Parno	Oregon City	Present	
Heather Michet	Sandy/Hoodland	Present	
Jordan Wheeler	Sandy/Hoodland	Present	
Kathleen Draine	Sandy/Hoodland	Present	
Lynne Pollard	Sandy/Hoodland	Present	
Tyler Deems	Sandy/Hoodland	Present	
Sarah McIntyre	Sandy/Hoodland & Directors Group Chair	Present	
Dale Scobert	Sandy/Hoodland	Present	
Aeric Estep	West Linn	Absent	
Doug Erickson	West Linn	Present	
John Williams	West Linn	Present	
Joshua Kam	West Linn	Present	
Pat Duke	Wilsonville	Present	
Alan Steiger	Wilsonville	Present	
Jeanna Troha	Wilsonville	Present	
Taylor Gibson	Unincorporated	Absent	
Diane Downs	Unincorporated	Present	
Laura Hecht	Unincorporated	Present	
Ann Smoot	Unincorporated	Present	
Alisa Grandy	Unincorporated	Present	
Erica Brandenburg	Unincorporated	Present	
Grace Davis	Unincorporated	Present	
Al Matecko	Library District Advisory Committee Chair	Present	Non-voting
Laura Zentner	Director, Clackamas County Business and Community Services (BCS)	Present	Non-voting
Kathryn Kohl	BCS LINCC Library Services	Present	Non-voting

Others Present

NAME	NOTES
Lynn Freeman	Sandy
Jack Frick	Sandy
David Goldberg	Oregon City
Amy Kyle	Clackamas County – Public & Government Affairs
Kathleen Myron	Canby Library Board – LDAC representative
Paul Savas	Clackamas County Commissioner
Gary Schmidt	County Administrator – Clackamas County
Kristine Simpson	Artist & Library Assistant – Clackamas County
Jerianne Thompson	Tualatin Public Library
Greg Williams	Incoming Director, Oregon City Public Library

Welcome and Presentation

The meeting began at 1:30pm and a presentation was given (see presentation slides file for additional details).

The presentation covered the following topics:

- Introductions of task force members and other staff in room
- Purpose of Task Force:
 - The purpose of the Library District Task Force is to identify current and future challenges facing the Clackamas County Library District, and to make recommendations to the Board of County Commissioners to ensure the long-term, sustainable delivery of quality library service to the residents of the Clackamas County Library District.
- Presentation: Clackamas County Library District Overview (more detail below). *Note: the slides will be made available on the <https://www.clackamas.us/librarydistrict/library-district-task-force> website*
- Plan for next meeting (more detail below)

Clackamas County Library District Overview

The overview included information about how the Library District was formed, how it operates, how it is funded, and how it is governed. Highlights from the presentation include:

- Cory Mathews and Amy Herman, from Clackamas County Resolution Services, introduced themselves as facilitators for the Task Force.
- Six Library Directors shared information about how the Library District formed, operates, and the challenges faced within the District:
 - Pat Duke, Director of the Wilsonville Public Library
 - Doris Grolbert, Director of the Happy Valley Library
 - Melissa Kelly, Director of the Lake Oswego Public Library
 - Sarah McIntyre, Director of the Sandy and Hoodland Public Libraries
 - Irene Green, Director of the Canby Public Library
 - Doug Erickson, Director of the West Linn Public Library
- Laura Zentner, Director of Clackamas County Business and Community Services (BCS) department, and Kathryn Kohl, Manager of BCS LINCC Library Services shared information about the official documentation associated with the District, information about overall operations, and how the libraries are funded. They also shared that more details, including the official Library District documentation, is available in the binder everyone was given at the end of the meeting (this information will also be made available on the <https://www.clackamas.us/librarydistrict/library-district-task-force> website).

- Laura Zentner emphasized how the County is providing a forum and staff support for discussions/recommendations amongst key stakeholders throughout the County, related to the future of the Library District, and the County does not have an agenda or pre-determined outcome, nor is the Board of County Commissioners trying to promote any specific interpretation of the IGA or Master Order language.
- Laura Zentner also shared that she expects that the Board of County Commissioners, who are also the Library District Board, is seeking consensus recommendations which all parties can support. She does not anticipate that the Board would support any recommendation which seeks to benefit some parties to the detriment of others.
- Al Matecko, the Chair of the Library District Advisory Committee (LDAC), shared how the formation of the Task Force was in large part based on discussions had during LDAC meetings over the years since the District formed, and this task force was recommended to the Board of County Commissioners as a way of addressing the issues discussed. He also shared that LDAC members are appointed by the individual Library Cities and this group serves as an advisory group to the Library District Board.
- **QUESTIONS/TOPICS/ISSUES** which were shared during the meeting (or which were written on comment cards – as noted below) are as follows, for potential discussion/answering at next meeting (*please note that the information below is summarized/paraphrased*):
 - Issue of ballot measure wording with regard to direct administrative costs.
 - Question about additional cities and how they could be added to the District.
 - Question about how the property tax rate was selected for the ballot measure.
 - Question about whether Libraries in Clackamas County (LINCC) have considered eliminating fines by library or District-wide?
 - Question about how service areas are established.
 - Interest in knowing more about property values and reviewing service area boundaries.
 - Question about how LINCC Library Services (Network) is funded. **Answer provided at meeting:** *LINCC Library Services (Network) is not funded through the Library District. It is funded from Clackamas County's general fund, and receives approximately \$2.2 million in funding, annually.*
 - One-time capital contributions – wanting to know which libraries have not spent their funds as yet. **Answer provided at meeting:** *Oak Lodge has not spent their \$1 million, and Molalla has \$850,000 remaining.*
 - Question about how the Library District Advisory Committee (LDAC) will review the recommendations from the Task Force.
 - Request to see the current fiscal year distribution of funds.
 - Question about the role for non-task force members attending meetings as members of the public.

- Request for information regarding basic levels of service (when the District formed) and what has changed in the current Oregon Library Association Standards which are included in the task force member binder.
- Question about whether additional task force members can be added (e.g., to attend subcommittee meetings). **Answer provided at meeting:** *under the BCC approved description of the task force each City may assign up to two people, per group (main task force, and each of the three subcommittees, services, funding, and governance), for a maximum of eight (8) people per Library City. Note: many cities have selected fewer than eight people, and individuals will attend multiple meetings.*
- Question about how much library funding comes from their City, and what cities charge their Library.
- Request to keep opportunities for questions/discussion open.
- Request for more clarity about the amendment process for the District.
- *Paraphrased from comment card:* Regarding the distribution formula – a resident, living in unincorporated Clackamas County, within four miles of the City of Canby, was surprised to find out that their library district assessment was distributed to Oregon City, as part of the Oregon City Library service area because they utilize the Canby Public Library. The resident also expressed their frustration and dismay about negotiations they heard had occurred when the district was formed which negatively impacted Canby’s funding, and that those decisions have negatively impacted Canby since the time the District was formed and was not what they thought they were voting for in 2008. The resident wrote that they “...implore the Task Force to examine and rectify this as a #1 priority.”
- *Paraphrased from comment card:* could annual cost of living increases, based on inflation, be built into levies?
- *From comment card:* Suggestion to itemize the informational technology (IT) costs for LINCC Library Services (Network) to anticipate what is expected over the next decade. Assurances the County will continue with needed level of support.

Plan for next meeting:

Cory Mathews and Amy Herman shared information with the group about preparations for the next meeting and task force members’ role on the task force:

Preparing for next meeting:

- Read through binder and gather ideas/thoughts to share at next meeting.
- Meeting will likely be monthly, but this will likely be decided during the next meeting. The general feeling from the group was that Friday afternoons were a good time to meet.

Plan for next meeting:

- Answer questions generated from today's meeting.
- Discuss and prioritize issues for future meetings.
- Discuss group expectations.

Task force members' role:

- Be curious, ask questions, bring your expertise and experience to the task force or related subcommittee.
- Participate and engage with other members.
- Work towards consensus, as a group, in preparation for final recommendations to the Library District Board (the Clackamas County Board of Commissioners).

Next steps:

- Kathryn Kohl, LINCC Library Services (Network) manager will send out an email to the task force members to schedule the next meeting and share related documents.

-Minutes submitted by Kathryn Kohl