

Gladstone Public Library Board Meeting Agenda
August 6, 2019
6:30 pm

Location: City Hall Council Chambers

Topic	Time	Information Discussion Decision	Lead
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of June and July Meeting Minutes	6:30 pm	Decision	Gary
Reports: a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) Gladstone Library Task Force f) Concord Property and Library Planning Task Force	6:35 pm	Information Information Information Information Information Information	Mitzi Neal Margaret Natalie Margaret Gary
New Business	7:15 pm		
Sharing Session	If time	Information	Everyone
Adjourn	7:30 pm		Gary
Next Meeting: October 1, 2019			

GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of June 4, 2019

Meeting was called to order at 6:34 PM.

PRESENT:

Chair Gary Bokowski, Margaret Bertalan, Natalie Smith, Michael Milch, Libby Spencer, Nancy Eichsteadt

ABSENT:

Dr. Bryce Colson

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director; Catherine ?????, Project Manager for Oak Lodge/Concord Library Planning Process

Call to Order/Self-Introductions

Approval of May 2019 Meeting Minutes:

Nancy Eichsteadt pointed out that the minutes, under New Business, say that she made a motion to give the money to the Foundation as a restricted donation that “they” can decide on later – she meant it to be “us” (Gladstone Library Board). Chair Bokowski suggested that there should be a memo of understanding with the Foundation regarding the use of the money and the arrangement with them. Everyone agreed. He will bring a draft to the next meeting.

Nancy Eichsteadt made a motion to approve the minutes with the corrections mentioned. Motion was seconded by Libby Spencer. Motion passed unanimously.

REPORTS:

Director’s Report:

Ms. Olson said they are still working on transferring operations to the County. The date has been pushed back – the transfer date could potentially be October 1, 2019. They are still working on the IGA between the City of Gladstone and the County. The most complicated aspect is personnel.

She shared a draft of the strategic plan that the Library Directors in their consortium within LINCC have been working on. She encouraged everyone to review it and see if there is anything they feel needs to be added/taken away/revised and they can discuss it at the next meeting.

Summer reading has started at both libraries. They will have performers at the Gladstone Library on Wednesdays – this is being done in conjunction with the Gladstone Center for Children and Families. They also provide free summer meals to the kids at the same time. They will have crafts at Kraxberger every week at the summer camp. Heather will be going into the schools to promote the beginning of the summer reading sign-ups.

She is still working with Baker and Taylor on order processing. They are approximately 70% complete with getting the collections to mirror one another. There was discussion regarding the pros/cons of having the same hours/days at each library, scheduling, union contracts, etc. The main reason for the changes in the hours had to do with being more efficient with the staff that they had.

They are working on solicitation for the design team. They received five proposals. They are meeting next week to choose the top tier and two weeks after that they will be conducting interviews and hopefully making their selection the same day. It will need to go before the Board for approval. They plan on doing some community outreach during the Community Festival. Chair Bokowski said he has concerns with

RFP's going out before they have a location selected for the Oak Lodge Library. The NCPRD purchased the Concord property for a community center and for Parks space because it is in an underserved area for Parks and there is a need for more community spaces in general. NCPRD does not feel they need 47,000 sq. ft. and at the same time the Library was looking for a new home so there was an idea that those two could be merged. The Concord property RFP includes Oak Lodge Library as a first consideration, community center, park, and potentially administrative space for NCPRD.

Library Foundation:

There was discussion regarding the plant sale – they made \$707.65 after expenses. They raffled off baskets of flowers that had been donated by the nursery that is next to the Bomber.

There was discussion regarding donating the books that are left over after the sale to the Ronald McDonald House. Natalie Smith will do some follow up.

The main topic of discussion at the meeting was the tag/yard/rummage sale, which is coming up July 12th & 13th. They are still taking donations – if you have any, contact Linda Cosgrove.

LDAC:

Natalie Smith said there hasn't been a meeting since the last one she reported on. The next meeting is on June 24th.

Gladstone Library Task Force:

They are waiting for the RFP.

The Library will be at the Gladstone Community Festival – they will be asking for volunteers from the task force to help out.

Concord Property and Library Planning Task Force:

Chair Bokowski said they haven't had a meeting since the last one he reported on. There won't be a meeting this month. He said in the future there will be several joint meetings with the Gladstone Library Planning Task Force.

New Business:

Michael Milch shared a book, "The Good, The Great, and the Unfriendly – a Librarian's Guide to Working with Friends Groups". He said there are some good chapters regarding fund raising ideas and things that Friends of the Library groups can do. It shows the distinction between what a Foundation normally does and what a Friends organization does. He shared copies of an appendix that helps define the differences between the responsibilities of a library director, a library board, and a friends group. There was discussion regarding the Friends of Gladstone group.

In January of 2018 the City of Gladstone decided to standardize the operations/directions/size of every advisory committee. That's when they brought in two additional members – Dr. Colson and Michael Milch. Chair Bokowski asked if the Library Board has had much input regarding the annual budget – it hasn't. There was discussion regarding budgets – this will be discussed further at the next meeting. There was further discussion regarding the function/purpose/responsibilities of the Library Boards.

Adjourn:

Meeting adjourned at 8:05 PM.

Next meeting scheduled for July 2nd, 2019.

GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of July 2, 2019

Meeting was called to order at approximately 6:30 PM.

PRESENT:

Chair Gary Bokowski, Margaret Bertalan, Natalie Smith, Michael Milch, Libby Spencer, Nancy Eichsteadt, Dr. Bryce Colson

ABSENT:

None

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director; Linda Neace, City Councilor; Neal Reisner, City Councilor

Call to Order/Self-Introductions

Approval of June 2019 Meeting Minutes:

The minutes were not available for review.

REPORTS:

Director's Report:

Ms. Olson said the summer reading program is in full swing. The Reptile Man program was well attended.

They are still working on the transfer of operations – the date has been pushed out to October 1st. They set up two separate budgets (City of Gladstone and Clackamas County) in case they needed more time. At the Foundation meeting last night they discussed starting a seed library in Gladstone - they have a volunteer who lives in Gladstone (Paula Wells) who will work with the volunteer from Oak Lodge. They will start with seeking donations through the Foundation. They primarily focus on vegetable seeds but they will also have some flower seeds.

Ms. Olson shared a draft regarding the task force. They will be looking at many different parts of the district: funding, maps that direct the distributions, operations, financial health of each library, etc. They will be looking at appointing people from Gladstone soon. Elected officials will not be a part of the task force.

City Council:

Linda Neace said they are still working on the IGA's. There was discussion regarding budgeting/funding. There was unrelated discussion regarding the ownership of the former Safeway building on McLoughlin Blvd., etc.

Library Foundation:

Margaret Bertalan said they moved their checking account to On Point last week. Next week the Library Board CD comes due so they are moving that to On Point as well. They agreed with the letter of understanding that the Library Board was going to write – they felt it was important for the CD's. Chair Bokowski said if the Library Boards are combined then the letter of understanding will be null and void. There was discussion regarding how to document/indicate where funds will go.

Margaret Bertalan said the main discussion at the meeting was about the book sale and rummage sale coming up. No more donations will be accepted until Thursday, July 11th when they will be setting things up. The sale will be on Friday & Saturday, July 12th & 13th. They need volunteers for hauling books on Wednesday. The Chamber breakfast is on Friday, August 2nd at 6:30. There will be a sign-up sheet at the

Library for volunteers to help with the book sale. The Foundation will have two people in the parade. There will be a get together on August 12th.

There was an RFP selection committee that met last Wednesday – they interviewed three design firms and the recommendation was to enter into a contract with Opsis Architecture. They will be charged with all the projects (Gladstone Library, Oak Lodge Library, Community Center at Concord, Park, and potentially the administrative offices for NCPRD). There will be an opportunity to meet with the design firm on July 31st. Margaret Bertalan said the Foundation needs a letter soon regarding book donations after the sale – Natalie will follow up on that.

LDAC:

Natalie Smith said they didn't have a meeting in June. The next meeting is scheduled for July 29th.

Gladstone Library Task Force:

They elected a Chair (Lisa O'Brien) and Vice Chair – both are teachers. They decided what their values are and spent time getting to know one another.

Concord Property and Library Planning Task Force:

Chair Bokowski said there was no meeting in June.

Old Business:

Budget Discussion:

Ms. Olson said they worked on budgets for both the City of Gladstone and the Clackamas County side. She went over the organizational chart. She said the State Report is available online. There was discussion regarding NCPRD line item code #341843/revenue from NCPRD. Ms. Olson said that it may be that there will be some transfers going back and forth once they start spending money. The numbers are all estimates. They may have to do a supplemental budget.

LDAC 101 Discussion:

The governing board of LDAC is the Library District Board, which are the same members as the Board of County Commissioners.

Sharing Session:

Natalie Smith said she observed the progress that's being made on the new Ledding Library – it's looking good. It's not as large as she anticipated, but she feels the design will fit in nicely with the Downtown core.

There was discussion regarding a booth at the Community Festival.

There was discussion about the next meeting date.

It was agreed that the Chair and Treasurer are authorized to work out the details of the check via email.

Libby Spencer made a motion to authorize Nancy Eichsteadt and Gary Bokowski to finalize and submit the memorandum of understanding with the Library Foundation. Motion passed unanimously.

Adjourn:

Meeting adjourned at 8:03 PM.

Next meeting scheduled for August 7th, 2019.