

**Gladstone Public Library Board Meeting Agenda**  
**November 5, 2019**  
**6:30 pm**

**Location: City Hall Council Chambers**

<b>Topic</b>	<b>Time</b>	<b>Information Discussion Decision</b>	<b>Lead</b>
Library Board Meeting Call to Order	6:30 pm		Gary
Approval of October Meeting Minutes	6:30 pm	Decision	Gary
<b>Reports:</b> 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	Mitzi Neal Margaret Natalie Margaret Gary
<b>New Business</b> a) Gladstone and Clackamas County IGA b) Library District Task Force member recommendation	7:30 pm	Discussion  Decision	Mitzi/Laura Zentner  Mitzi
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: December 3rd			



## GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of October 1, 2019

Meeting was called to order at 6:31 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; Neal Reisner, City Councilor; Matt Tracy, City Councilor

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### **Call to Order/Self-Introductions**

#### **Approval of August 2019 Meeting Minutes:**

*Libby Spencer made a motion to approve the August 2019 minutes. Motion was seconded by Margaret Bertalan. Motion passed unanimously.*

### **REPORTS:**

#### **Director's Report:**

Ms. Olson said they have been steadily working on combining the two libraries. They ran into some issues with their ILS but they have been resolved. On Thursday the 26<sup>th</sup> the contract with Opsis Architecture for the master planning for this project was approved so they can finally start moving forward. She shared the timeline and estimated project funding allocation information that was handed out at the special task force meeting. The design team told them that they don't gain any time in separating these projects. They are estimating that construction will begin February of 2022. It has been agreed that the two projects would be separated if it turns out that the Oak Lodge Library is not going to be at Concord. They anticipate that the decision will be made by July of 2020. The County will have to contribute some money from the general fund for both projects. There will be another contract for the schematic design. There was discussion regarding the timelines. Michael Milch said we should have more librarians working on the design and features of the library. Ms. Olson pointed out that there *are* several librarians on the team and they hope to get more involvement from librarians as they get closer to the programming piece of the plan. Chair Bokowski suggested that if anyone has questions on this matter they should attend the meeting tomorrow night – 6:30 P.M. at the Developmental Services Building in Oregon City.

Ms. Olson has been talking with the Gladstone City Police – they are working on exclusions from the Library. She wants to make sure that when there is an exclusion/trespass from the Oak Lodge Library that it applies to Gladstone as well.

Ms. Olson said they are working on the IGA that will handle the transfer of operations. It is her understanding that the intent is to show this board the draft before it is adopted. A special meeting may be necessary. Natalie Smith had suggested to Ms. Betz that they have a work session with City Council when they review the IGA.

They lost a Gladstone staff member – Kristi Hayden – she moved on to another position in another county.

Michael Milch said that the City doesn't intend on filling the positions on the Library Board when they expire in the coming year since it is likely there will be one Library Board overseeing the combined libraries. He feels it would be a good idea for the City to have a Library Services Committee that would deal with Gladstone-related issues related to libraries, even if it's a County board that has another role to play in the governments of the actual libraries themselves. Ms. Olson said it is part of the charge of the

Gladstone task force to discuss the options for the Library Board so she encouraged him to attend the meetings. There still hasn't been a date set in regard to combining the library boards.

**City Council:**

Councilor Reisner said he believes the IGA will be coming before the Council in November and the Library Board will have a chance to share their thoughts before it is finalized.

**Library Foundation:**

Margaret Bertalan said they met last month. They mainly talked about the book sale and what's coming up shortly. The book sale did very well – there were over 450 hours of volunteer time involved.

On Saturday, October 26<sup>th</sup> there will be a bazaar at the high school. The Foundation will have a table there selling books and craft items.

Tuesday, October 29<sup>th</sup> is Brew Pub night in Oregon City (14<sup>th</sup> & Washington) – the Foundation will receive \$1 from every drink they sell between 5:00 p.m. and 10:00 P.M.

On Halloween night the Foundation will be at the Library handing out books and candy to the kids.

The next meeting is next Monday night.

The Clackamas County Friends group is meeting this Thursday morning at 10:30 at the Oak Lodge Library. They discuss fundraisers and how the other friends groups in the county are doing.

**LDAC:**

Natalie Smith said at the last meeting they talked about the Library Planning Task Force for both Concord and Gladstone. They got an update/progress report. The next meeting is January 27<sup>th</sup>. During the meeting there was a discussion regarding the service areas/funding of Carus Library/Canby Library/Oregon City – there will be a study conducted.

**Gladstone Library Task Force:**

Chair Bokowski said they emailed a newsletter regarding the Oak Lodge & Gladstone Community Project – it contained calendars, meeting information, notes, etc. It was pointed out that there is a lack of diversity on the task forces.

**New Business:**

Margaret Bertalan said at the last Oak Lodge meeting they talked about the combined board and the proportions. They decided either 7 or 9 representatives (4 from the unincorporated area of Oak Lodge and 3 from Gladstone or 5/4). Chair Bokowski feels it would be a good idea to rotate the chair – alternate between Gladstone and the unincorporated area.

Chair Bokowski said on a recent OPB program called “Think Out Loud” they discussed the issue from Mt. Angel Library regarding someone lodging a complaint about the materials in the library and wanting the materials removed. He said they had dealt with this issue in the Oak Lodge Library – someone had objected to a book written by an aging movie star about her experiences in the movie industry where she discussed a director who was homosexual. His feeling is that people have a right to read.

**Adjourn:**

Meeting adjourned at 7:42 PM.

Next meeting scheduled for November 5<sup>th</sup>, 2019.

# Library District Task Force



## BACKGROUND

In October 2017, the City of Gladstone and Clackamas County entered into a Settlement Agreement which resolved ongoing litigation regarding construction of library facilities and provision of library services for the residents of the Gladstone and Oak Lodge library service areas.

During discussions related to the implementation of the Settlement Agreement, the Board of County Commissioners considered certain changes to both the Library District Master Order and the Library District Master IGA. Various library stakeholders expressed concerns regarding the consistency of these changes with the original purposes of the Library District, as well as the potential impact of these proposed changes on library services throughout the Library District. During the same period, LINCC Library Directors identified concerns related to the long-term sufficiency of Library District funding and the long-term sustainability of library services throughout the County (please see Appendix A).

In March 2018, the Board of County Commissioners authorized the creation of a Library District Task Force to examine these areas of concern, including (but not limited to) sufficiency and sustainability of library funding to address both capital and operational needs, permissible uses of District funds, and evaluation of service standards. In subsequent discussions with the Library District Advisory Committee (LDAC), LINCC Library Directors, and City officials, additional topics to be discussed by the Library District Task Force were suggested, including (but not limited to) equity of the current District funding formula, challenges in capital funding, and evaluation of current service area boundaries.

## LIBRARY DISTRICT TASK FORCE CHARGES

The Library District Task Force will be charged with the following purposes:

- 1) To identify current and future challenges facing the Clackamas County Library District. It is anticipated the Library District Task Force will focus on three primary areas: provision of library services, sufficiency and sustainability of library funding, and governance of the Library District.
- 2) To develop the charges for and receive the reports and recommendations of three standing subcommittees, as follows.
  - a. Library Services Subcommittee
  - b. Library Funding Subcommittee
  - c. District Governance Subcommittee

- 3) To develop the charges for and receive the reports and recommendations of any additional subcommittees deemed necessary by the Library District Task Force.
- 4) To submit a final report to the Board of County Commissioners (in their dual role as Board of County Commissioners and Library District Governing Board) containing recommendations to ensure the long-term, sustainable delivery of quality library service to the residents of the Clackamas County Library District.
- 5) To determine and adopt such rules or procedures as are necessary to facilitate the work of the Library District Task Force and its subcommittees, consistent with the Clackamas County Advisory Body & Volunteer Code of Conduct Policy and Oregon Public Meetings Law.

### LIBRARY DISTRICT TASK FORCE MEMBERSHIP AND VOTING

The Library District Task Force will consist of up to twenty-nine (29) members, appointed and voting as follows:

- The Library Service Providers of Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oak Lodge, Oregon City, Sandy, West Linn, and Wilsonville may appoint up to two members each.
  - Each Library Service Provider shall have one vote on the Task Force.
- Unincorporated areas of Clackamas County will be represented by two members.
  - This stakeholder group shall have one vote on the Task Force.
- LINCC Library Services (Network), as provider of centralized services and support to all District libraries, shall appoint one non-voting member.
- The current Chair of the LINCC Directors Group shall serve as an ex-officio, non-voting member.
- The current Chair of the Library District Advisory Committee (LDAC) shall serve as an ex-officio, non-voting member.

Task Force membership and voting rights are summarized in the table below:

STAKEHOLDER	MAX # OF MEMBERS	# OF VOTES
Canby	2	1
Estacada	2	1
Gladstone	2	1
Happy Valley	2	1
Lake Oswego	2	1
Milwaukie	2	1
Molalla	2	1
Oak Lodge	2	1
Oregon City	2	1

Sandy	2	1
West Linn	2	1
Wilsonville	2	1
Unincorporated Clackamas County	2 (residents of unincorporated Clackamas County)	1
LINCC Library Services (Library Network)	1	Non-voting
LINCC Directors Group	1 (LINCC Directors Group Chair)	Non-voting
LDAC	1 (LDAC Chair)	Non-voting
<b>TOTAL</b>	<b>29 (max)</b>	<b>13</b>

Each Library Service Provider may appoint its own representatives to the Library District Task Force. It is recommended that appointments are drawn from City Managers, Library Directors, LDAC Representatives, and/or Library Board Members. Per direction from the Board of County Commissioners, elected officials shall not be appointed to the Library District Task Force.

Recruitment of residents from unincorporated Clackamas County will be coordinated by Public and Government Affairs (PGA) utilizing the County’s standard Advisory Board and Committee recruitment process. Evaluation of candidates will be conducted by a Selection Committee consisting of the LDAC Chair, and two representatives from Clackamas County Business and Community Services. The Selection Committee will forward recommended candidates to the Board of County Commissioners for evaluation and appointment.

## SUBCOMMITTEE CHARGES

The Library District Task Force shall have three standing subcommittees:

- Library Services Subcommittee

While the Library District Task Force shall be empowered to develop the final charge(s) of the Library Services subcommittee, it is anticipated that this subcommittee would address topics such as:

- *What services do District residents need from their libraries, both now and in the future?*
- *What are the core services and service levels all District residents should receive?*
- *How should service levels and service delivery be measured?*
- *What services are best provided locally, and what services should be provided/supported centrally?*

- Library Funding Subcommittee

While the Library District Task Force shall be empowered to develop the final charge(s) of the Library Funding Subcommittee, it is anticipated that this subcommittee would address topics such as:

- *What levels of funding are required to sustainably address operational needs District-wide?*
- *What levels of funding are required to sustainably address capital needs District-wide?*
- *Are current funding sources and levels (District and local) sufficient to address operational and capital needs, both now and in the future?*
- *What are the mechanics and options for creating service area capital districts?*
- *How can insufficient, unsustainable, or unequitable funding levels be addressed?*
- *What should be permissible uses of District funds?*
- *Do the current service area boundaries meet the needs of the District?*
- *Does the current distribution formula meet the needs of the District?*

It is anticipated that this subcommittee would not convene until the work of the Library Services Subcommittee has been completed, and its work would be informed by the work of the Library Services Subcommittee.

- District Governance Subcommittee

While the Library District Task Force will be empowered to develop the final charge(s) of the District Governance Subcommittee, it is anticipated that this subcommittee would address topics such as:

- *Are changes to the Master Order, Master IGA, and/or Capital IGAs needed?*
- *How do we ensure core services are provided and desired outcomes are achieved District-wide?*
- *How are issues of District-wide impact discussed and decisions made?*
- *What should the role of the Library District Advisory Committee be?*
- *Do suggested changes make voter approval necessary or desirable?*

It is anticipated that the District Governance Subcommittee would not convene until the work of the Library Funding Subcommittee has been completed, and its work would be informed by the recommendations of the Library Services Subcommittee and the Library Funding Subcommittee.

## SUBCOMMITTEE MEMBERSHIP AND VOTING

Each subcommittee will consist of up to twenty-nine (29) members, appointed and voting as follows:

- The Library Service Providers of Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oak Lodge, Oregon City, Sandy, West Linn, and Wilsonville may appoint up to two members each.
  - Each Library Service Provider shall have one vote on each subcommittee.
- Unincorporated areas of Clackamas County will be represented by two members.
  - This stakeholder group shall have one vote on each subcommittee.
- LINCC Library Services (Library Network), as provider of centralized services and support to all District libraries, shall appoint one non-voting member.
- The LINCC Directors Group shall appoint one non-voting member.
- The Library District Advisory Committee (LDAC) shall appoint one non-voting member.

Subcommittee membership and voting rights are summarized in the table below:

STAKEHOLDER	MAX # OF MEMBERS	# OF VOTES
Canby	2	1
Estacada	2	1
Gladstone	2	1
Happy Valley	2	1
Lake Oswego	2	1
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Molalla	2	1
Oak Lodge	2	1
Oregon City	2	1
Sandy	2	1
West Linn	2	1
Wilsonville	2	1
Unincorporated Clackamas County	2 (residents of unincorporated Clackamas County)	1
LINCC Library Services (Library Network)	1	Non-voting
LDAC	1 (LDAC appointee)	Non-voting
LINCC Directors Group	1 (LINCC Directors Group appointee)	Non-voting
<b>TOTAL</b>	<b>29 (max)</b>	<b>13</b>

Each Library Service Provider may appoint its own representatives to subcommittees. It is recommended that appointments are drawn from City Managers, Library Directors, LDAC Representatives, Library Board Members, and/or District residents. Per direction from the Board of County Commissioners, elected officials shall not be appointed to the subcommittees.

It is also recommended that stakeholders appoint members with particular subject matter expertise to individual subcommittees. For example, Library Directors' expertise in the provision and management of library services would likely be particularly useful on the Library Services Subcommittee.

Recruitment of residents from unincorporated Clackamas County will be coordinated by Public and Government Affairs (PGA) utilizing the County's standard Advisory Board and Committee recruitment process. Evaluation of candidates will be conducted by a Selection Committee consisting of the LDAC Chair and two representatives from Clackamas County Business and Community Services. The Selection Committee will forward recommended candidates to the Board of County Commissioners for evaluation and appointment.

### ANTICIPATED TIMELINE

It is anticipated that the Library District Task Force process (including all preparatory work) will last approximately 18 months, with the Task Force and Subcommittees meeting periodically and regularly over a period of approximately 12 months. The Library District Task Force process will be divided into four distinct phases, namely:

- Phase 1 (approx. 5 months) – Preparation
- Phase 2 (approx. 3 months) – Engagement and Outreach
- Phase 3 (approx. 9 months) – Library District Task Force and Subcommittee Work
- Phase 4 (approx. 3 months) – Preparation and Submission of Final Report

Please see below for a more detailed timeline. All timelines are estimates.

# Library District Task Force - Anticipated Timeline (dates subject to change)

## PHASE 1 - PREPARATION

During this initial phase, the Library District Task Force proposal will be finalized, Board approval will be obtained, and various efforts to gather and produce information the Task Force will need to conduct its work will be completed.

Jan - Apr  
2019

### FINALIZE PROPOSAL

- **Business and Community Services (BCS)** will work with the **Library District Advisory Committee (LDAC)** and **LINCC Directors Group** to finalize the Library District Task Force proposal.

Feb - Jun  
2019

### LINCC STRATEGIC PRIORITIES

- **LINCC Directors Group** and **BCS** will complete their work on a District-wide Strategic Priorities document.

May  
2019

### PRESENT PROPOSAL TO THE BOARD OF COUNTY COMMISSIONERS

- **BCS** will schedule a Policy Session to seek approval from the **Board of County Commissioners (BCC)** to proceed with the Library District Task Force proposal.

Mar - Jul  
2019

### 2017 - 2018 ANNUAL PROGRESS REPORTS

- **LDAC** will revise the Annual Progress Report (APR) form for collection of 2017 - 2018 data.
- **LINCC Directors Group** and **Local Library Boards** will prepare and submit 2017 - 2018 APR data for LDAC evaluation.

## PHASE 2 - ENGAGEMENT AND OUTREACH

During this phase, engagement and outreach efforts will be conducted to solicit stakeholder feedback and educate potential Library District Task Force participants and the broader public about the Clackamas County Library District.

Jul - Aug  
2019

### ONLINE LIBRARY SERVICES SURVEY

- **BCS** and **Public and Government Affairs (PGA)**, in conjunction with **LINCC Directors Group**, will develop an online survey to get feedback from County residents on library services. The survey will be distributed via multiple channels, including social media and the LINCC catalog.

May - Jul  
2019

### CITY PARTNER OUTREACH

- **BCS** will present information about the Library District Task Force to the **City Managers Group**.
- As requested, **BCS** will present to individual **Local Library Boards** and **City Councils** about the Task Force.

Jul - Sept  
2019

### EDUCATION/FEEDBACK SESSIONS

- **BCS**, **PGA**, and **LINCC Directors Group** will develop and present two facilitated public information sessions designed to inform stakeholders about the District's current structure and operation.
- Sessions will also allow attendees to provide feedback to help inform the Library District Task Force's future work.

## PHASE 3 - LIBRARY DISTRICT TASK FORCE AND SUBCOMMITTEE WORK

*During this phase, the Library District Task Force and its subcommittees will conduct research, engage in discussions, and formulate the recommendations which will eventually be provided to the Board of County Commissioners.*

Sept - Oct  
2019

### TASK FORCE KICKOFF

- *The Library District Task Force will meet at least once to develop rules and procedures, to finalize subcommittee charges, and to make initial subcommittee appointments.*

Oct - Dec  
2019

### LIBRARY SERVICES SUBCOMMITTEE

- *The Library Services Subcommittee will meet a sufficient number of times to properly prepare recommendations for the Library District Task Force.*
- *The Library District Task Force will meet at least once to receive and consider the recommendations/report of the Library Services Subcommittee.*

Jan - Mar  
2020

### LIBRARY FUNDING SUBCOMMITTEE

- *The Library Funding Subcommittee will meet a sufficient number of times to properly prepare recommendations for the Library District Task Force.*
- *The Library District Task Force will meet at least once to receive and consider the recommendations/report of the Library Funding Subcommittee.*

Apr - Jun  
2020

### DISTRICT GOVERNANCE SUBCOMMITTEE

- *The District Governance Subcommittee will meet a sufficient number of times to properly prepare recommendations for the Library District Task Force.*
- *The Library District Task Force will meet at least once to receive and consider the recommendations/report of the District Governance Subcommittee.*

## PHASE 4 - PREPARATION AND SUBMISSION OF FINAL REPORT

*During this phase, the Library District Task Force will produce a final report to be presented to the Board of County Commissioners.*

Jul - Aug  
2020

### PREPARATION OF FINAL REPORT

- *The Library District Task Force will meet at least once to synthesize and prepare final recommendations/report.*
- *LDAC will have an opportunity to review the final Library District Task Force report, and prepare a supplementary report, before the Task Force's report is presented to the BCC.*

Sept  
2020

### PRESENTATION OF FINAL REPORT TO BCC

- *BCS will schedule a Policy Session during which the Library District Task Force's final report/recommendations, as well as any supplemental report prepared by LDAC, will be presented to the Board of County Commissioners.*

## APPENDIX A

On January 19, 2018, the LINCC Directors Group presented the following memo to the Library District Advisory Committee.

TO: LDAC Representatives  
FR: Directors, Clackamas County Libraries (LINCC)  
DT: January 19, 2018  
RE: Library District

Recently there has been a good deal of discussion within local public meetings and in the media about proposed changes to both the Clackamas County Library District Master Order and the Master Cooperative Intergovernmental Agreement.

The Directors of Clackamas County Libraries fully support and welcome public discussion of these proposed changes. We do not advocate for any particular outcome. We do, however, want to provide our perspective with a goal of informing public discussion and providing additional context for some of the issues and concerns that have emerged. Specifically, we'd like to offer a brief assessment of the strengths of the current District structure, as well as some of the current and future challenges that concern us.

### **LIBRARY DISTRICT STRENGTHS**

- **A collaborative, supportive library cooperative**

While the governance and funding structures have changed over time, the libraries of the Clackamas County Library District have been successfully collaborating and supporting each other for decades.

Our libraries have established committees that have worked to regularly refine guidelines and procedures to maximize consistency, efficiency, and patron-focused service across the District.

One example of this cooperation is that libraries have agreed to collection development guidelines. This helps to ensure that libraries can share collections, and that no single library will bear an undue burden to provide materials for other libraries. There may be situations when the availability of a particular library's collection is temporarily reduced, such as during construction or remodeling projects. The strength of our cooperative is most apparent in those situations: District libraries support each other and cooperate to minimize the impact to patrons. Each library is assured that it will have the support of the other District libraries if it encounters a similar situation.

A key collaborator is the Library Network. With support provided by the County, the Network office creates, maintains, and improves systems and procedures which help keep LINCC working cohesively and smoothly. In turn that allows libraries to offer consistent, quality library services to the 400,000 citizens of Clackamas County.

## **LIBRARY DISTRICT CHALLENGES**

- **Every community has different resources**

The Library District spans approximately 1,880 square miles of both rural and urban areas. Each of the 12 service providers in the District (11 cities and Clackamas County) has a service area population which is made up of both City residents and residents of unincorporated areas.

The ratio of City residents to unincorporated residents differs for each service provider, as does the amount of Library District revenue raised in each service area. It is important to note that the tax base of each City differs widely. That can make it more

challenging to allocate scarce general fund dollars, especially when those dollars may have been contributed by a minority of patrons in the Library's service area.

- **A very complex structure**

While the cooperative structure provides some significant benefits--especially being able to focus closely on local community needs--Library Directors frequently find themselves navigating a very complex environment of competing stakeholder needs and imperatives. Library Directors must constantly balance local needs and expectations (as articulated by City Managers, City Councils, and local Library Boards), with considerations of District-wide imperatives (as articulated by LINCC committees, the Library District Board, and the Library District Advisory Committee), and with state and national service standards.

- **Library District revenues are insufficient**

Simply put, the permanent Library District rate of \$0.3974 per thousand of assessed value approved by voters in 2008 is not sufficient to maintain service levels throughout the county. This is true whether or not District funds are to be used only to fund operations, or can be used for capital purposes as well. While growth in property values has resulted in some additional Library District revenues over the years, these increases have not kept pace with increases in expenses (especially those related to personnel).

The LINCC Library Directors feel strongly that the revenue situation must be addressed. We believe many of the concerns voiced in discussions about amendments to the Master Order and IGA are, in fact, symptoms of this deeper, systemic revenue problem. We have serious concerns about our ability to maintain service levels going forward.

LINCC is stronger now than it has ever been and LINCC Library Directors are absolutely committed to doing all we can within our communities and on a County-wide, cooperative basis to ensure that every citizen of Clackamas County has access to high-quality library services. We are working together more efficiently and effectively than at any time in our past.

That said, we do face significant challenges ahead, and we sincerely hope that some of the concerns sparked by recent discussion of amendments to the Master Order and Master IGA will continue to be addressed in future conversations about the long-term sustainability of the Clackamas County Library District.

