

**Gladstone Public Library Board Meeting Agenda**  
**August 4, 2020**  
**6:30 pm**

**Location: Virtually Via Zoom**

<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 July Meeting Minutes	6:30 pm	Decision	Gary
<b>Reports:</b> a) Director's Report b) City Council c) Library Foundation d) LDAC Report e) New Library Board f) Gladstone Library Task Force g) Concord Property and Library Planning Task Force	6:35 pm	Information Information Information Information Discussion Information Information	Mitzi Neal Mitzi Natalie Gary Nancy Gary
Sharing Session	If time	Information	Everyone
Adjourn	8:00 pm		Gary
Next Meeting: September 1, 2020			



## **GLADSTONE PUBLIC LIBRARY BOARD MEETING MINUTES of July 7, 2020**

Meeting was called to order at 6:33 PM (Via Zoom)

### **PRESENT:**

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

### **ABSENT:**

None

Also Present: Mitzi Olson, Gladstone/Oak Lodge Library Director; Jacque Betz, City Administrator; Tammy Stempel, Mayor

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

#### **Approval of June 2020 Meeting Minutes:**

*Michael Milch made a motion to approve the June 2020 meeting minutes. Natalie Smith seconded the motion. Motion passed unanimously.*

### **REPORTS:**

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

Ms. Olson said the virtual open houses for both projects are up and live. The libraries are still closed to the public but they are offering curbside no-contact holds pick-ups by appointment only. This week they started a campaign for returning materials. She went over the procedures they use when receiving returned materials (quarantine) – they are in a “fine free” mode currently. She has no word regarding when they will be reopening to the public. They have installed sneeze guards at the libraries, as well as placards that indicate social distancing. They just purchased ten refurbished laptops and eleven 4G Hot Spots. They are having the Cloud printing installed at both libraries. They are not fully staffed yet – but they are taking precautions with the employees who are working. She shared information regarding the interest received on the CD account.

#### **City Council:**

Ms. Betz said they are working on the City Council agenda and the packet will be out tomorrow. The meeting will be via Zoom. They will be looking at what the next steps will be now that they have received the final report from Rotator regarding the Gladstone Branding/Tourism Strategic Plan.

They are estimating the demolition of the old City Hall building to be done in the early spring, but they haven't received a timeline from the County yet. There was discussion regarding a send-off/celebration for the old building. Michael Milch asked if it would be appropriate to use the new City brand/logo on the new library (a County building) – Ms. Betz feels we should be partnering on it and hopes the County will consider the recommendations.

#### **Library Foundation:**

Ms. Olson said they met last night. They are trying to figure out the best path forward since they can't have the book sale this year. They are running out of space to house donations.

#### **LDAC:**

Natalie Smith said there hasn't been a meeting and none have been scheduled yet.

#### **Gladstone Library Task Force:**

Nancy Eichsteadt said they've had two meetings – the first one pertained to the design. The architects were very responsive to their concerns and the meeting was very productive. At the second meeting they discussed communication with the community and the virtual open house – they want more feedback from the community. They will decide on a final design in September.

**Concord Property/Library Planning Task Force:**

Chair Bokowski said he asked Michael Milch to co-represent Gladstone. They had a Zoom meeting recently and have another meeting scheduled soon. One idea is a five member combined board and the other idea is a seven member combined board. There was discussion regarding the deadline for dissolving the Gladstone Library Board. There was a lengthy discussion regarding the number of representatives/configuration/representation on the boards. There was discussion regarding the difficulty in finding enough people to serve on boards. There was further discussion regarding the combined board. Chair Bokowski said after the meeting last week they had another meeting and were pressured to decide whether or not they would accept the Concord Property as the site for the new library. The decision was made to recommend to the County Commissioners to consider putting the library on the Concord site, which will keep the two projects together. There will be further geo tests (soil, ground water, etc.) done regarding the feasibility of building on that site.

**Round Table Discussion:**

There was discussion regarding paid staff members having to sort books that are donated to the Foundations. Ms. Olson said they made changes and now staff only accepts the donations and collects money from the sales - they are not involved in the sorting. Chair Bokowski said he heard that the Friends of the Library have discussed the possibility of selling the donated books to a third party to sell instead of storing them and selling them to the public later.

Dr. Colson suggested having a painting party at the current Library and looking into obtaining donated paint from Metro. Ms. Olson said she has put in a request to repair the awning. She would have to look into the possibility/liability of using volunteers for painting. She will look into the possibility of repairing a window frame in the front of the building.

Mayor Stempel asked how to get the word out regarding the future library because she continually sees inaccurate information/comments on Next Door Gladstone. Suggestions were to have the County put out updates and using the Library social media accounts as well.

**Adjourn:**

Meeting adjourned at approximately 8:20 P.M.

Next meeting scheduled for August 4<sup>th</sup>, 2020.

Adopted: December 1, 2020

## **Bylaws of Clackamas County Library Advisory Board**

### **ARTICLE I**

**NAME.** The name of the organization shall be the Clackamas County Library Advisory Board, formerly known as Clackamas County Library Board of Trustees.

### **ARTICLE II**

**BOUNDARIES.** The boundaries of the Clackamas County Library Advisory Board shall be the same as established by the combined Library District of Clackamas County Service Area Maps for the Oak Lodge Library and the Gladstone Library. These boundaries take into account natural boundaries, commercial patterns, community organizations and historic factors.

### **ARTICLE III**

**PURPOSE.** The purpose of the Clackamas County Library Advisory Board is to serve the residents within the boundaries of the Clackamas County Library Advisory Board in matters concerning library services, policies, and library-related issues in general.

**GOALS.** The goals of the Clackamas County Library Advisory Board are as follows:

- a. Involve area residents in library services and activities.
- b. Provide a line of communication between area residents and the Board of County Commissioners, and other public bodies.
- c. Act as an advisory board to the Board of County Commissioners, and others on matters affecting areas within the boundaries of the Clackamas County Library Advisory Board.
- d. Assist County with determining library policies that assure citizen involvement in the delivery of high-quality library services.
- e. Take such action as necessary by speaking out as a non-partisan group in support of the Clackamas County Library Advisory Board objectives.

- f. Be fully responsive to the comprehensive needs of the area and to take action as may be necessary to support its objectives.

## **ARTICLE IV**

**MEMBERSHIP.** Membership shall consist of five in number and shall be as representative as possible of the geographic, demographic and philosophical entities of the service area.

- a. Members of the Clackamas County Library Advisory Board shall be selected from a pool of applicants solicited and received by the Clackamas County Board of County Commissioners. The Clackamas County Library Advisory Board shall review applicants and make recommendations to the Clackamas County Board of County Commissioners for appointment. Eligible membership in the Clackamas County Library Advisory Board shall be open to anyone 18 years of age or older who is a resident of the boundary area, a property owner within the boundary area, or a designated representative of a business, corporation, or trust within the Clackamas County Library Advisory Board boundary area. (ORS 357.417).
- b. Three members must be eligible to represent the Oak Lodge Library service area, one member must be eligible to represent the City of Gladstone boundary, and one member must be eligible to represent the unincorporated portion of the Gladstone Library service area.
- c. Two non-voting Liaisons will be appointed to represent community interests, with one liaison eligible to represent the Gladstone Library service area, and the other eligible to represent the Oak Lodge Library service area. These liaison appointments will end June 30, following the completion and opening of the new Gladstone Public Library and Oak Lodge Public Library buildings.
- d. Membership shall not be limited by race, creed, color, sex, age, heritage, national origin or income. All new members will be required to show proof of eligibility.

Members shall have an appointment term of four (4) years which shall expire on June 30. Expiration dates for the terms shall be staggered so that no more than one-third of the members' terms will expire in any year. For this purpose, membership terms may initially be staggered for less than four (4) years. Members may seek reappointment for a maximum of two consecutive terms. Reappointment may be made after an interval of one year. Current members seeking a new term on the Clackamas County Library Advisory Board shall submit an application at least ninety (90) days prior to the expiration of their current term.

## **ARTICLE V**

**OFFICERS.** The officers of the Clackamas County Library Advisory Board shall include the following:

- a. **Chairperson.** The Chairperson shall preside over all meetings of the Clackamas County Library Advisory Board, appoint committee heads and have the responsibility of the performance of such duties as prescribed in these bylaws. The Chairperson shall act as an ex-officio member of all committees.
- b. **Vice-Chairperson:** The Vice-Chairperson shall aid the Chairperson and perform the duties of the Chairperson in his/her absence or disability.
  1. One officer shall be drawn from the Oak Lodge Library Service Area, and the other shall be drawn from the Gladstone Library Service Area. The Chairperson and the Vice-Chairperson shall jointly establish the agenda for the Clackamas County Library Advisory Board meetings.
- c. **Secretary:** The library manager or director shall serve as Secretary to the Board. The Secretary shall keep accurate records of all meetings of the Clackamas County Library Advisory Board. The Secretary may appoint a designee to keep the records of its action. The minutes shall be made available to any member or the public as required by the Oregon Public Records and Meetings Law. The Secretary shall handle all correspondence of the Clackamas County Library Advisory Board. The Secretary shall be responsible to maintain the membership registry required by these bylaws. The Secretary will be a County employee that is not an official member of the Board and shall therefore have no voting rights. The only functions of the Secretary will be as described above. (ORS 357.470).

The Clackamas County Library Advisory Board shall provide the County Public and Government Affairs Department with a current list of officers.

**SELECTION OF OFFICERS.** The first election shall be held at the first meeting of the Clackamas County Library Advisory Board each July. Members shall assume their duties immediately upon election to office. All members are eligible for election to officer positions. ~~The Chairperson shall not vote for an officer except in the event of a tie when the Chairperson shall cast the deciding vote.~~ Proxy votes shall not be allowed. (ORS 357.470).

**TERM OF OFFICE.** The term of office for all officers shall be two (2) years in succession, however, the officer shall continue to serve until a successor is elected or appointed to that office.

**VACANCIES.** A vacancy occurs when an officer dies, resigns, is removed, or has more than three (3) unexcused absences from meetings during a calendar year. A vacancy shall be filled by appointment by the Clackamas County Library Advisory Board. The

person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.

## **ARTICLE VI**

**MEETINGS.** Meetings of the Clackamas County Library Advisory Board shall be held in accordance with the Oregon Public Meetings Laws. Meetings shall be held no less than twice per year.

The Chairperson may call special meetings at any time with the concurrence of another board member or at the request of any three (3) board members of the Clackamas County Library Advisory Board. The time and location shall be determined by the Clackamas County Library Advisory Board. Notice of all meetings shall be provided as required by ORS 192.640 of the Oregon Public Meetings Law. Minutes of all meetings shall be kept and shall be available for public inspection as required by ORS 192.650 of the Oregon Public Meetings Law. A copy of all meeting minutes shall be provided to the County Public and Government Relations Office.

**QUORUM and VOTING.** A quorum shall be present at a meeting in order for the Clackamas County Library Advisory Board to transact business. A quorum consists of a majority of all members of the Clackamas County Library Advisory Board, not just those present. A vacancy on the board does not affect the quorum requirements. The Clackamas County Library Advisory Board can take official action only with the affirmative vote of a majority of all members.

**RECORDS.** All records of the Clackamas County Library Advisory Board shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

## **ARTICLE VII**

**BOARD PROCEDURE.** The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the Clackamas County Library Advisory Board. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The Clackamas County Library Advisory Board may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

## **ARTICLE VIII**

**COMMITTEES.** The Clackamas County Library Advisory Board may create committees as required to promote the purposes and objectives of the Clackamas County Library

Advisory Board. A chairperson for each committee shall be selected by the Clackamas County Library Advisory Board Chairperson.

**ARTICLE IX**

**AMENDMENTS.** These Bylaws may be amended. Proposed amendments shall be submitted to the County Counsel for approval. Upon approval of the County Counsel, the proposed amendments shall be approved by the members of the Clackamas County Library Advisory Board. However, the amendments shall not be in effect until approved by the Board of County Commissioners and that approval has been communicated back to the Chairperson.

Amended bylaws shall supersede all previous bylaws and become the governing rules for the Clackamas County Library Advisory Board.



- Four members will be included in the new Clackamas County Library Board of Trustees selection process, along with Clackamas County staff. Two members will be from the Gladstone Library Board, and two members from the Oak Lodge Library Board. The four members will be included in the decisions for formal appointment recommendations to the BCC.
- Initial appointees to the new Clackamas County Library Board of Trustees will have staggered term lengths with memberships expiring as follows:
  - One membership expiring June 30, 2022
  - Two memberships expiring June 30, 2023
  - Two memberships (one from each Library service area) expiring June 30, 2024

DRAFT



Statement Period 06-01-20 to 06-30-20  
Member Number \_\_\_\_\_



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CITY OF GLADSTONE  
525 PORTLAND AVE  
GLADSTONE, OR 97027-2115

**Account Summary**

1 Business Savings	YTD Div:	0.00	Beg. Bal:	5.00	New Bal:	5.00
14 24 Mo Business CD	Mat. Date:	07-26-21	Beg. Bal:	16,984.29	New Bal:	17,014.02
TOTAL DIVIDENDS YTD 149.13						

**Business Savings Acct # 1**

**Transaction Detail**

Date	Description	Amount	Balance
	PREVIOUS BALANCE		5.00
06/30	New Balance		5.00

NON-SUFFICIENT FUNDS FEES	TOTAL FOR THIS PERIOD	TOTAL YEAR-TO-DATE
TOTAL OVERDRAFT FEES (Items Paid)	0.00	0.00
TOTAL RETURNED ITEM FEES (Items Returned)	0.00	0.00

**Certificates - 24 Mo Business CD Acct # 14**

**Transaction Detail**

Date	Description	Amount	Balance
	PREVIOUS BALANCE		16,984.29
	CERT MATURITY DATE: 07-26-21 DIV RATE IS 2.130		
06/30	Dividend	29.73	17,014.02
06/30	New Balance		17,014.02

Dividends Paid Year-to-Date 149.13

*Business members will receive a separate monthly Account Analysis statement only when service fees have been assessed or if the business membership has an Analyzed Checking account.*

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