

Multnomah County Library Capital Bond Oversight Committee Charter

Background

On November 3, 2020, Multnomah County voters approved [Measure 26-211](#), a bond to expand and modernize library spaces and balance library services more fairly across Multnomah County. Rooted in the research included in the [2017 Framework for Future Library Spaces](#), this measure will fund the following projects:

- Enlarge and update seven branch libraries: Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library and St. Johns Library
- Build a library in East Multnomah County, similar in size to Central Library in downtown Portland
- Broadband improvements
- Create a central materials handling and distribution center to increase efficiency and cost effectiveness
- Refresh projects at all remaining public locations to update facilities and amenities as possible

Guiding Principles

Implementation of the library capital bond will be guided by the following principles:

1. **Accountability:** The library and its partners will construct buildings to create maximum value for community members by making sure projects are on time and on budget. We work with oversight entities to ensure transparent processes and expose problems with projects.
2. **Equity:** Library buildings will reflect equity through community input, design and project decisions. The project will center people and communities that have been historically marginalized and underserved in design, implementation, and procurement processes.
3. **Accessibility for all:** Library buildings will incorporate universal design principles and other strategies to make them usable to everyone.
4. **Flexibility today and for the future:** Library buildings will be models of flexible space, adaptable to changing needs and uses throughout the day and over the course of many years as community needs, technology and library service models evolve.
5. **Community partnership:** Library building will reflect the cultures and priorities of our communities and focus on fulfilling patron needs. We prioritize community and patron-focused input.
6. **Innovative and aspirational design:** Library buildings will have innovative and inspirational design. We will work with our stakeholders to achieve unique designs for our buildings and spaces.
7. **Sustainability:** The library and its partners will use sustainable techniques, tools, materials and practices in design, construction and operation of the Library Capital Bond Program buildings.
8. **Community Resilience:** The Library and its partners will construct buildings to support community strength and well-being in response to emergencies.

Oversight Committee Role, Authority, and Member Responsibilities

The purpose of the Library Capital Bond Oversight Committee is to provide independent oversight and public accountability of progress on [Measure 26-211](#), which includes:

- Monitoring the progress of bond projects related to voter-approved work scope, schedule, and expenditures using annual financial audit reports and other financial information maintained by the Library Capital Program Finance subcommittee
- Considering and providing advice on proposed changes or project modifications to achieve goals and to align with project principles, and/or if inflationary increases in construction costs exceed current budget estimates
- Making recommendations to the Library District Board for approval, including discussion of possible impacts on historically underserved populations and neighborhoods
- Ensuring transparency and accountability in activities and outcomes
- Hearing directly from members of the public who may attend meetings or offer input through other means
- Issuing a public report at least annually to the Library District Board that assesses performance, challenges, and outcomes; and that includes the committee's recommendations, if any

Committee members agree to fulfill their responsibilities by attending and participating in committee meetings; reviewing background materials and analysis to understand the issues to be addressed during meetings; asking questions; working collaboratively and respectfully with one another and with staff to explore issues and to develop recommendations; and by offering advisory input to staff and the Board of County Commissioners. Members agree to act in the best interest of the committee and its charge, and will seek to develop recommendations that reflect committee members' informed opinions.

The committee may perform other reasonable duties as requested by the Board of County Commissioners or library building bond staff.

Committee Limitations

The Oversight Committee's charge does not include:

- Approval of construction contracts
- Approval of construction change orders
- Appropriation of construction funds
- Handling of legal matters
- Approval of construction plans and schedules
- Approval of the sale of bonds
- Priorities and order of construction for the bond projects
- Selection of architects, engineers, construction managers, project managers, or other professional service firms
- The approval of the design for any project
- The selection of independent audit firm(s), performance audit consultants, or other consultants necessary to support the performance of the bond program
- Setting or approving schedules of design and construction activities
- Policymaking responsibilities
- Activities, roles, or responsibilities that have been designated to library build bond staff

Committee Membership

The Oversight Committee will consist of no fewer than 8 and no more than 12 members. Members will be recommended by the Library Director and confirmed and appointed by the Board of County Commissioners, who also serve as the Library District Board.

Members will reside in Multnomah County, and membership will aim to reflect a diversity of backgrounds, viewpoints, and professional and lived experience. Members do not represent any specific organization, jurisdiction, or other entity.

Committee members should display a commitment to and experience in one or more of the following:

- Building design, architecture, engineering
- Construction and/or construction financing
- Public contracting, finance, and/or auditing
- Business equity, Minority-Owned, Women-Owned, or Emerging Small Business (MWESB) opportunities in public works
- Sustainability
- General business

Committee Terms

Committee members will serve staggered terms of either two or three years, and may be reappointed to serve a total of two terms or six years. The Oversight Committee will be dissolved in 2030, or upon release of a final report from the committee after all funds authorized by Measure 26-211 have been spent, whichever is earlier.

Committee Meetings

Committee meetings are advisory and not intended for formal decision-making. Committee meetings are public, and notice will be given ahead of time of the time, place, and agenda for each meeting in accordance with Oregon Public Meeting Rules.

Frequency

The Committee will meet no fewer than three times a year. Meetings time and location will be determined by the Chair and Vice-Chair in consultation with library capital bond staff.

Attendance

Members commit to attending and participating in all meetings, and will notify staff ahead of time if they are unable to be present. Members who miss more than one meeting during a 12-month period may be asked to resign. A quorum is needed for meetings to proceed, consisting of more than half of the current full body membership.

Facilitation

The committee Chair is generally charged with facilitating meetings. However, the committee and library capital bond staff may decide to contract with an outside facilitator. The facilitator would act as a neutral party in facilitating a collaborative process and not advocate on behalf of any issue, interest group, or member. Any concerns regarding how meetings are facilitated may be brought to the attention of the Chair or library capital bond staff.

Chair and Vice Chair Roles

The Library Director will initially select one member to serve as Chair of the Oversight Committee. After the first appointed Chair has exhausted their initial term, this position will then be determined by committee vote. The Chair will provide guidance on content and ideas to meet committee goals; support decision-making process and consensus-building; and is responsible for ensuring delivery of the committee's annual report. The Chair will preside over committee meetings, act as its representative and spokesperson, and serve as the primary liaison between the committee, bond staff, and the Board of County Commissioners.

The Chair will designate a member of the Committee as Vice Chair, who will assist the Chair and will assume the Chair's responsibilities in the absence of the Chair. Should both the Chair and Vice Chair be absent, the present members will select a meeting facilitator.

The Chair will serve a two-year term, unless the committee requests the chair stay in the position for three years. The Vice Chair will become the new Chair at the end of the Chair's term. The committee will then select a new Vice Chair.

Multnomah County Board of Commissioners Role

The Board of County Commissioners is responsible for ensuring that the library bond program is implemented within the parameters of the law and that it meets commitments made to voters and the community. The Library Director and bond staff are responsible for implementation of bond projects.

The Multnomah County Board of Commissioners will select a commissioner to serve as primary liaison to the Oversight Committee, and the full Board will receive and review annual reports from the Committee. The Board will also appoint Oversight Committee members recommended by bond staff.

Library Capital Bond Staff Roles

Library bond program staff will support the work of the committee; and provide regular financial reports, updates on project progress, and additional context as needed for the committee to do its work. Staff will attend committee meetings to report on the status of projects, respond to questions, and receive advice and counsel on the bond program. Staff will also prepare and publicly post committee meeting minutes and other meeting materials.

Staff will provide the meeting space (either in person or virtual) and the support necessary for meetings and other activities of the Oversight Committee. Support for development and publishing of the Oversight Committee's annual report will also be provided. While Oversight Committee members are unpaid volunteers, costs associated with requests for reasonable accommodations for members to participate in Oversight Committee meetings and activities will be covered.

Reporting

The Oversight Committee will prepare and deliver an annual written report to the Board of County Commissioners on library capital bond progress, which will include:

- Assessment of progress in implementation of Measure 26-211 and alignment with project goals
- Project spending and cost projections based on information provided by the County's Chief Financial Officer, library capital bond program staff, and independent financial audits

- Any recommendations for project modifications intended to account for increases in construction costs in excess of budget estimates to ensure that Measure 26-211 is fully realized

Communication

Library building bond staff will maintain timely and transparent communication with Oversight Committee members about emergent issues relevant to the bond and related media. Committee members are requested to notify and include the Library Director on written or verbal communications from interest groups related to the committee's work and deliberations.

While not precluded from communicating with the media, members agree to notify the Library Director and Program Management Office Director of all media communications and requests, and to coordinate with these parties related to media requests. Members agree not to negotiate through the media or through social media, or to use the media or social media to undermine the work of the group; and to raise all of their concerns, especially those being raised for the first time, at group meetings and not in or through any media sources.

Charter Date

Adopted January 24, 2022

Addendum

Ethics & Conduct Policy Review and Attestation

An ethics policy provides general guidelines for Library Capital Bond Oversight Committee members to follow in carrying out their roles. Not all ethical issues that committee members face are covered here. However, this policy captures some of the critical areas that help define ethical and professional conduct for committee members. Committee members are considered public officials under Oregon law and are responsible for complying with provisions of [Oregon law](#), including:

- **Use of position:** Committee members may not use or attempt to use their position (including access to confidential information obtained through their position) to obtain a financial benefit for themselves, for a relative, or for a business with which the member or relative is associated.
- **Conflicts of interest:** Committee members must publicly disclose any potential or actual conflicts of interest on each occasion that they are met with the conflict. A conflict of interest occurs when a member's official actions on the committee could or would result in a financial benefit or detriment to themselves, a relative or a business with which the member or relative is associated. In the case of an actual conflict of interest, committee members must refrain from participating in any discussion or taking any action on the issue.
- **Restrictions on political activity:** Committee members may not engage in campaign-related political activity during committee meetings or while working in an official capacity as a committee member as they are treated as public employees under ORS 260.432. Restricted activities include promoting or opposing candidates, ballot measures or political committees. See Oregon Secretary of State Guide to Restrictions on Political Campaigning for Public Employees.
- **Public records and meetings:** Committee members are subject to the provisions of Oregon Public Records and Meetings Law. All committee meetings and records shall be open and available to the public This includes discussions of committee business by email or in gatherings of a quorum of committee members outside of regular committee meetings.
- **Member conduct:** Committee members are expected to conduct themselves in accordance with [Multnomah County personnel policies](#). Complaints about violations of these rules will be handled as outlined in County policy. In addition, concerns or questions about conduct can be brought to the Chair or to bond staff. Committee members who do not adhere to rules and procedures may be asked to resign or subject to dismissal prior to the end of their appointed term.

I agree to adhere to the policies above, and will submit a new disclosure and/or declare new conflicts of interests should anything of relevance change during my time on the Library Bond Oversight Committee.

Name: _____

Signature: _____

Date: _____