

Library Advisory Board Minutes: March 8, 2016
For Multnomah County Library Advisory Board

The Multnomah County Library Advisory Board (LAB) met on Tuesday, March 8, 2016, at Central Library in the U.S. Bank Room. Chair Erin Cooper called the meeting to order at 7:31 am.

Board members present were: Marc Alifanz, Erin Cooper, Rob Edmiston, Emma Keppler, Lois Leveen, Ya-Li Lizik, Jack MacNichol, Danika Stochosky, Carlene Weldon, Sola Whitehead, Brian Wilson and Elliot Zais.

Board members excused were: Sarah Alibabaie, Elizabeth Hawthorne and Mardy Stevens.

Staff members present were: Vailey Oehlke, Director of Libraries; Becky Cobb, Deputy Director; Terrilyn Chun, Public Programming and Community Outreach Manager; Shawn Cunningham, Director of Communications and Strategic Initiatives; Jeremy Graybill, Marketing + Online Engagement Director; Javier Gutierrez, Director of Collections & Technical Services, Rita Jiménez, Neighborhood Libraries Director; Shelly Kent, Human Resources Manager; Katie O'Dell, Youth Services Director; and Paige Monlux, Administrative Analyst, Director's Office.

Also in attendance were: Commissioner Diane McKeel, District 4, Multnomah County; Corrina Loy, Friends of the Library; Judy Lindley, Friends of the Library; and Merris Sumrall, The Library Foundation.

The board approved minutes for the February 9, 2016 meeting.

CHAIR'S REPORT

Chair Erin Cooper reported that Maegan Vidal has resigned her position on the LAB. Chair Cooper and Brian Wilson will co-chair the capital planning committee. The deadline for responding to the RFP for capital planning services was Monday, March 7, 2016. The proposal review process has begun. The committee will continue to keep the LAB updated.

LIBRARY DIRECTOR'S REPORT

Vailey Oehlke discussed Everybody Reads 2016 events, featuring *The Book of Unknown Americans* by Cristina Henríquez. Ms. Henríquez will present at the author's lecture on March 8, 2016 and visit Centennial and Roosevelt high schools on March 8 and March 9, 2016. Ms. Oehlke thanked The Library Foundation (TLF) for purchasing copies of the book, 3,000 of which went to local schools; Literary Arts for arranging Ms. Henríquez's author visit and appearances; and Terrilyn Chun for coordinating the Everybody Reads program. This is the 14th year of the program.

Ms. Oehlke shared that she recently returned from Cuba, which she visited in her role as president of the Public Library Association (PLA). The trip was sponsored by the American Library Association and PLA. She is preparing a presentation about her visit for a future LAB meeting.

From the Director's Report, Ms. Oehlke highlighted the launch of Portland Brew Stories, a digital collection, and thanked Javier Gutierrez and his team for their successful coordination of the project. She encouraged LAB members to visit The Gallery and view the collection. Ms. Oehlke also noted the library's recent set of legal agreements with a developer adjacent to St. Johns Library. Shawn Cunningham provided additional information about the issue and the agreements that were reached.

In response to a question from Sola Whitehead, Javier Gutierrez shared that over over 20 staff members read submissions received during the Library Writers Project. From the 150 submissions, 38 were picked to be added to the library's e-book collection.

Ms. Oehlke encouraged LAB members to check out Zinio, a platform that provides free access to many digital magazines.

FINANCE COMMITTEE

In advance of the meeting, board members were provided the finance committee's citizen budget advisory committee (CBAC) letter to review.

Jack MacNichol, chair of the finance committee, provided an overview of the finance committee's role in serving as the library's CBAC. Mr. MacNichol reviewed the CBAC letter, noting that the proposed FY 2017 budget includes a relatively modest increase compared to last year and maintains current service levels in terms of open hours and staffing levels. In April or May, the library will submit a budget amendment to reflect support from The Library Foundation for FY 2017.

Mr. MacNichol solicited LAB members for any changes to the finance committee's budget recommendation letter. Chair Cooper suggested placing asterisks next to the names of LAB members who served on the finance committee. Mr. MacNichol will amend the document as such.

Chair Cooper made a motion for the LAB to approve the budget recommendation letter, with the amendment. The motion was seconded and approved with unanimity.

Ms. Oehlke shared the timeline for the Multnomah County Chair's budget, which is anticipated to be approved for adoption on May 26, 2016. Becky Cobb reported that the library will present its budget on April 26, 2016, along with the CBAC letter.

GOVERNANCE COMMITTEE

In advance of the meeting, board members were provided the governance committee's draft bylaws for the LAB.

Chair Cooper reviewed the bylaws, noting that much of the content reflects how the LAB has already been operating. The committee pulled some content, such as the mission statement, from the Multnomah County Charter and Code.

In response to a question from Lois Leveen, Chair Cooper clarified the process for filling board vacancies that have partial terms remaining. The nominating committee allocates applicants to open positions. Becky Cobb shared information about the rationale for this process and related that it ensures the LAB consistently has experienced board members serving on it when new board members

are appointed. This information is expected to be codified in the nominating committee's documented procedures.

In response to a comment from Danika Stochosky, there followed a discussion about the significance of LAB members' places of employment with respect to the LAB. It was decided that "employers" would be added as a facet of diversity represented by the LAB.

Ms. Leveen discussed the need for the LAB to more effectively recruit diverse applicants. Ms. Oehlke noted that one of the most effective outreach strategies is person-to-person contact. Mr. Cunningham shared that he could discuss networks in East Multnomah County with Multnomah County Commissioner Diane McKeel's office.

The following amendments to the bylaws were suggested:

- Article III-1-c: Add "employers"
- Article III-2-a: Specify that LAB members are appointed by the Multnomah County Library District Board Chair

Brian Wilson made a motion to approve the bylaws with the two amendments. The motion was seconded and passed with unanimity.

Chair Cooper thanked the other members of the governance committee (Sarah Alibabaie, Marc Alifanz, Elizabeth Hawthorne, Lois Leveen, Mardy Stevens, Sola Whitehead and Elliot Zais) for their work on the bylaws.

FRIENDS OF THE LIBRARY (FOL)

Judy Lindley reported that Jennifer Allen, FOL's new executive director, has accomplished quite a bit in her first 45 days, including strengthening relationships with staff and management systems.

Friends of the Library is recruiting for board members as well as a volunteer coordinator.

The TOMS Portland store on West Burnside is hosting a book drive through March. Customers who donate a book will receive a 15% discount on their purchase.

Corrina Loy is overseeing a project to redesign the FOL website.

Friends of the Library's Spring Book Sale is scheduled for April 29-May 2, 2016 at Gresham Station. Traditionally, the sale has been three days, but this year, a fourth day will be added.

THE LIBRARY FOUNDATION (TLF)

Merris Sumrall reported that TLF has secured nearly \$400K of in-kind prizes for the Summer Reading Program. This is the time of year when TLF processes funding requests from the library. This year there are 23 individual proposals. Once this part of the process is complete, TLF will work with the library to finalize the budget piece.

Ms. Sumrall reported that TLF funded the acquisition of 7,000 copies of the 2016 Everybody Reads selection, *The Book of Unknown Americans* by Cristina Henríquez. Three thousand copies were provided to high schools; 200 copies were e-books.

GOOD AND WELFARE

Chair Cooper shared information about a Spanish language book club she attended.

Ms. Oehlke highlighted an item from the Director's Report, an article written by Ms. Leveen for Library Hotline, a Library Journal publication. Ms. Leveen shared that Library Hotline is interested in more articles.

Ms. Whitehead reminded board members that the electronic access policy advisory committee is meeting Thursday, March 10, 2016. Ms. Leveen related that the committee is discussing data collection from vendors.

Ms. Stochosky shared information about her experience using the study rooms at Hollywood Library.

Commissioner McKeel announced that the Veterans Administration has opened a new outpatient clinic in Fairview, very near the Fairview Library. She suggested a possible partnership between the clinic and the library.

Chair Cooper adjourned the meeting at 8:28 am.

Respectfully submitted by:

Paige Monlux

Administrative Analyst, Library Director's Office

Multnomah County Library, Oregon