Library Advisory Board Minutes: March 13, 2018
For Multnomah County Library Advisory Board

The Multnomah County Library Advisory Board (LAB) met on Tuesday, March 13, 2018, at Central Library in the U.S. Bank Room. Vice Chair Jack MacNichol called the meeting to order at 7:32 am.

Board members present were: Marc Alifanz, Chester Ching, Erin Cooper, Thomas Dwyer, Rob Edmiston, Alisa Folen, Lois Leveen, Jack MacNichol, Lizzie Martinez, Mardy Stevens, Cynthia Tseng, Clare Wilkinson, Brian Wilson and Elliot Zais.

Board members excused were: Elizabeth Hawthorne and P.K. Runkles-Pearson.

Staff members present were: Vailey Oehlke, director of libraries; Terrilyn Chun, deputy director; Don Allgeier, director of operations; Aaron Bluitt, neighborhood libraries director; Shawn Cunningham, director of communications and strategic initiatives; Johnette Easter, human resources manager; Sonja Ervin, equity and inclusion manager; Cindy Gibbon, director of policy and special projects; Jeremy Graybill, marketing + online engagement director; Javier Gutierrez, collections & technical services director; Katie O'Dell, programming and outreach director; Dave Ratliff, neighborhood libraries director; Jon Worona, director of content strategy; and Caitlyn Percell, administrative specialist.

Also in attendance were: Commissioner Jessica Vega Pederson, District 3; Mary-Margaret Wheeler-Webber, Chair's Office; Jamie June, The Library Foundation; and Bridget Donegan, Friends of the Library.

The board approved the minutes for the February 13, 2018 meeting.

Chair's Report
No information to report at this time.

Library Director's Report
Vailey Oehlke highlighted the following items from the Director's Report:
- Library partners with local musicians for a new collection
- Library Contact Center reaches first-year milestone

Ms. Oehlke asked LAB members to begin thinking about “talking point” suggestions to send to Shawn Cunningham who will be presenting at the April meeting. The library will put together a quick information resource for LAB members that contains facts and information about the library to use as needed.
Ms. Oehlke also reminded LAB members about the 2018 Everybody Reads author event on April 5, 2018.

**Nominating Committee Report**
Ms. Stevens thanked Shawn Cunningham, director of communications and strategic initiatives; Sonja Ervin, equity and inclusion manager; and Caitlyn Percell, administrative specialist, for their logistical support in helping with the nominating committee recruitment process.

The nominating committee will be accepting nominations from board members, to fill the positions of chair and vice chair, from April 1-30, 2018.

**“DigiCommittee Report”**
Lois Leveen moved to change the name of the Electronic Access Policy Advisory Committee (EAPAC) to the “DigiCommittee.” Elliot Zais seconded the motion. By oral vote, the motion was approved unanimously.

Ms. Leveen gave a brief overview of the DigiCommittee's previous meeting which focused on the new integrated library system (ILS). The new ILS system is a big undertaking for the library and one of the biggest challenges will be training staff. The library anticipates almost no lag time for patrons once the new ILS is live.

Ms. Leveen reminded LAB members that the next DigiCommittee meeting will be the first Thursday in June where there will be a presentation on the library's Digital Equity Inclusion work. All committee members are encouraged to attend.

Vailey Oehlke added that Jon Worona, director of content strategy and Cindy Gibbon, director of policy and special projects, are leading the ILS conversion project. In addition to the ILS migration, the county is also transitioning to a new Enterprise Resource Program, which is the backbone for HR, finance and facilities. The library will experience a fairly sustained period of disruption for staff while transitioning to these two systems.

Ms. Oehlke noted that she has been asked to give the keynote address at the Digital Inclusion Summit in May 2018, which will highlight how digital equity plays a role in library functions.

Ms. Leveen added that the tech economy is playing a part in why Portland is booming. At the same time, the economic boom is leaving many Portlanders out, and the library is trying to meet their needs. It would be great to engage the newcomers/new wealth in the tech economy around our digital equity work. Whether they might be interested in donating money, or expertise, or volunteering, this is likely to be an initiative that would attract folks from the tech world to what the library does. She also added, when people move here from other places, they may not have the habit of using and supporting a library
that traditionally has been part of life for many Portlanders across socio-economic lines. So this would be a great way to show them how the library resonates with what interests them.

**Finance Committee Report**

In advance of the meeting, LAB members were provided the Finance Committee's draft Citizen Budget Advisory Committee (CBAC) report to review. Jack MacNichol, chair of the Finance Committee, invited LAB members to share any edits to the report.

Mx. MacNichol provided an overview of the Finance Committee's role and shared that the committee met multiple times during January and February. Mx. MacNichol reviewed several major initiatives discussed in the report, including the library district tax rate, an increase in security related expenses and the introduction of the new integrated library system (ILS). The draft CBAC report recommends adopting the library budget as proposed.

A discussion followed regarding several items:

- Once the final budget is adopted by the Library District Board, the library district tax rate will increase for the first time, from $1.18 to $1.20. This increase was part of the library's financial plan and will help in the short term, but it will not be a long-term solution due to rising cost expenditures and sustained tax revenue. Suggestions from Lizzie Martinez and Thomas Dwyer included a clearer picture of projected revenue outcome as well as added information regarding the maximum tax rate to the CBAC report.

- The library's FY19 budget will be $83.3 million, which includes a 20 percent increase in safety and security expenditures. This increase is due to more internal security work and because it has become more costly to provide security in library spaces.

- Commissioner Vega Pederson would like specifics added in reference to the new ILS in terms of long-term savings and more information about what the ILS does. Mx. MacNichol added that the subscription cost is lower and the short-term costs include added training and support for library staff.

Vice Chair MacNichol made a motion for the LAB to approve the budget recommendation letter with necessary grammatical corrections. The motion was passed with unanimity.

Multnomah County Chair Deborah Kafoury will receive final CBAC reports on April 6, 2018. Library Advisory Board members are welcome to attend, but it is not mandatory.

Ms. Oehlke thanked Mx. MacNichol for his leadership of the Finance Committee. Ms. Oehlke also thanked Don Allgeier, director of operations, for his work on the Finance Committee and the library budget this year.

**THE LIBRARY FOUNDATION (TLF)**

Jamie June provided an update on the funding agreement process that takes place from January until March. Ms. June thanked Terrilyn Chun, deputy director and Katie O'Dell,
programming and outreach director, for their support on working with TLF on fundraising efforts for library programs.

Ms. Oehlke thanked TLF for their continued work, support and funding.

Mx. MacNichol added that the TLF and FOL contributions are not included in the budget report.

**FRIENDS OF THE LIBRARY (FOL)**

Bridget Donegan reported that over $1400 was raised at the McMenamin’s Friends and Family event last month. The “Bag it Forward” event which was hosted at the Woodstock and Holgate New Seasons Market locations raised over $1700. Ms. Donegan also provided an update on the recruitment for board members. FOL has taken into consideration recruiting members from East County with the hope that giving a remote attendance option for board meetings will generate more applications.

**GOOD AND WELFARE**

Clare Wilkinson inquired about the possible implications to the library as a result of President Trump’s budget cuts to the Institute of Museum and Library Sciences (IMLS). Ms. Oehlke responded that the library won’t feel as much of an impact as other libraries across the nation will. There is continued communication with members of Congress as well as the American Library Association’s advocacy office to get beyond these budget cuts.

Ms. Leveen added that federal income tax revenue cuts create implications on what the state and county are able to fund and that the library has been more protected from this since becoming part of the district. Ms. Oehlke further added that library funds are segregated from the county general fund and that the rest of the county is looking at a 2% reduction and will be struggling with the implications from that reduction.

Ms. Leveen provided an overview of the Death Cafe movement which is a project that aims to bring people together in order to increase the awareness of death. Portland has the most active Death Cafe movement in the world. Ms. Leveen reported that on March 4, 2018 the Belmont Library hosted a Death Cafe meeting. In a recent suicide training class, Ms. Leveen learned about gratitude, and she recalled the positive human interactions she witnesses at the library and how the library community can serve as a positive buoy for people.

The meeting concluded at 8:28 am.

Respectfully submitted by:
Caitlyn Percell, administrative specialist
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