

**Library Advisory Board Minutes: December 8, 2020**For Multnomah County Library Advisory Board

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The Multnomah County Library Advisory Board (LAB) met virtually on Tuesday, December 8, 2020. The meeting began at 4:04 pm.

Board members present were: Clare Wilkinson, Erin Cooper, Gabby Shaffer, Jacqueline Martinez De Jesus, Lizzie Martinez, Lois Leveen, Nathan Senters, Quinn MacNichol, Salma Sheikh, and Svetlana Karpe. Rob Edmiston was not available.

Staff members present were: Cindy Gibbon, policy & special projects director; Don Allgeier, director of operations; Jon Worona, director of content strategy; Katie O'Dell, programming and outreach director; Vailey Oehlke, director of libraries; and Maddelyn High, director's assistant.

Also in attendance were: Commissioner Lori Stegmann, District 4, Multnomah County; and Jeff Renfro, Office of County Management, Multnomah County.

**ATTENDANCE & CHECK-IN**

Meeting attendees joined the virtual meeting either via video conference or phone. Attendees joined different virtual breakout rooms for small group check-ins.

**LAB CHAIR'S REPORT**

Chair Quinn MacNichol shared that Brendan Gallagher tendered resignation from the Library Advisory Board for personal reasons. Recruitment to fill Gallagher's position will happen in tandem with recruitment for other open positions next year.

Meeting minutes for the November 10, 2020 meeting were approved.

**LIBRARY DIRECTOR'S REPORT**

Director of Libraries Vailey Oehlke provided an update on library services, including: a pause on in-person library services after Governor Brown's November 13 implementation of a statewide "freeze" amidst increasing rates of COVID-19 infection; the expected timeline for resuming in-person holds pick-up; an examination of ramping up mail delivery services; and a reminder that many library services are still being offered while library buildings are closed to the public. Oehlke shared that a team of library staff are working on a plan for modified (limited) public access to library buildings, and are engaging with marginalized communities to see what folks need and want from the library when they have access to buildings. Oehlke will share more as this work progresses. Oehlke also announced that self-service holds pick-up lockers will be installed at two pilot sites later this year.

Director of Content Strategy Jon Worona shared that, in addition to circulating Chromebooks and wifi hotspots in the near term, the library will also be able to provide internet access cards (prepaid debit cards) with federal [CARES Act](#) funding. Worona explained that the library is working with [Rockwood Community Development Corporation](#), which focuses services on BIPOC and immigrant communities in the Rockwood area, to distribute the majority of 500 internet access cards by the end of this calendar year to folks who need access to the internet or who have inadequate internet access. Recipients will also receive support and assistance with getting connected. In addition, the library is partnering with the Department of County Human Services to distribute remaining internet access cards to Personal Support Workers (PSWs) who work with people who have developmental disabilities. Many PSWs are family members of the people they serve and often do not have access to the technology they need for their work.

An update on the library's bond-related work was also shared. Oehlke announced that the library's current Programming & Community Outreach Director, Katie O'Dell, is changing roles and will serve as the library's lead on bond work starting in January. O'Dell will work closely with a to-be-hired counterpart at the County's Department of County Assets. Other work underway includes hiring for several other bond-related positions; solidifying infrastructure for the bond project management team; and procurement and contracting work, including RFP development. Community engagement (including youth engagement) will be a crucial component of this work, and O'Dell added that the library will work to keep LAB members informed and updated on opportunities to engage with bond work. The library is also in the early phase of establishing a bond oversight committee.

Lastly, meeting attendees bid farewell and offered thanks and congratulations to Policy & Special Projects Director Cindy Gibbon, who retires at the end of this year after 26 years, in multiple roles, at Multnomah County Library.

### **UPDATE ON PRIVACY POLICY WORK**

Gibbon gave an overview of development of and a current effort to update the library's [privacy policy](#). LAB DigiCommittee members have been engaged with this work in the past, particularly around protecting data privacy with third-party vendors. Gibbon's presentation covered goals in crafting a privacy policy; the library's policy review process; and best practices, source documents, and other inputs guiding revision of this particular policy (including notes from past DigiCommittee meetings). Gibbon noted that the library is looking for new ways to make the privacy policy, and user agreements from vendors, more understandable for patrons.

Discussion ensued, with Lois Leveen raising concerns about data protection. Oehlke, Gibbon, and Worona spoke to how MCL, and libraries across the country, work with vendors and corporations on these challenging issues.

### **COMMITTEE STRUCTURE FOR 2021**

Picking up the discussion from the November meeting, MacNichol requested feedback on a proposed roadmap for LAB's work in the near term. The proposal included existing LAB committees going on hiatus unless critical issues arise that need to be addressed; and reforming into two workgroups for the next six months, focused on membership (how to bring in and

support new members) and strategy (defining LAB's role within the library and in the community). Under this proposed structure, Community Budget Advisory Committee (CBAC) and capital planning work would fall to the entire board, rather than separate subcommittees. Lizzie Martinez offered a decisionmaking and discussion structure for the two proposed workgroups: workgroups would meet and develop recommendations, which would then be shared with the full board. The board would have an opportunity to ask clarifying questions, discuss, and then vote on recommendations. The goal of such discussions is actionable plans. Martinez proposed that LAB use the fist-to-five voting method, in which LAB members show their level of agreement (by holding up one to five fingers), rather than a straight "yes" or "no."

Several LAB members asked clarifying questions about this proposal, including what workgroup membership would look like (LAB members would join one group based on interest); how and what extent youth members would be involved (youth members would each participate in one of the two groups, with representation on both workgroups); and when workgroups would meet (during the latter half of full LAB meetings, and potentially outside of normal meetings as needed). Erin Cooper and others mentioned that LAB may want to temporarily amend bylaws while working under this model.

Some additional questions and a few concerns were raised about this proposed roadmap for LAB's near-term work, with several other members expressing an interest in moving toward action and impact. MacNichol shared that LAB will wrap up discussion on this issue and take a vote at its January meeting, and asked LAB members to start thinking about what workgroup they would like to join. MacNichol added that LAB's vision and its work may continue to evolve as its purpose and membership evolve.

### **CLOSING**

The meeting adjourned at 6:05 pm.

Respectfully submitted by:  
Maddelyn High, director's assistant  
Multnomah County Library, Oregon