

Library Advisory Board Minutes: January 12, 2020For Multnomah County Library Advisory Board

The Multnomah County Library Advisory Board (LAB) met virtually on Tuesday, January 12, 2021. The meeting began at 4:03 pm.

Board members present were: Clare Wilkinson, Erin Cooper, Gabby Shaffer, Jacqueline Martinez De Jesus, Lizzie Martinez, Lois Leveen, Nathan Senters, Quinn MacNichol, Rob Edmiston, Salma Sheikh, and Svetlana Karpe.

Staff members present were: Don Allgeier, director of operations; Jon Worona, director of content strategy; Katie O'Dell, programming and outreach director; Terrilyn Chun, deputy director; Vailey Oehlke, director of libraries; and Maddelyn High, director's assistant.

Also in attendance were: Commissioner Lori Stegmann, District 4, Multnomah County; and two observers (Debbie Hutchins and Amy Wang).

ATTENDANCE & CHECK-IN

Meeting attendees joined the virtual meeting either via video conference or phone, and broke into virtual breakout rooms for small group check-ins.

Meeting minutes for the December 8, 2020 meeting were then approved.

LIBRARY DIRECTOR'S REPORT

Director of Libraries Vailey Oehlke welcomed everyone to the first Library Advisory Board meeting of 2021. Oehlke shared updates on library services, thanking those involved in distributing wifi hotspots out into the community to those who need them and noting that [pilot holds lockers](#) are now installed at Holgate and Woodstock libraries. Oehlke commented that, in the coming year, the library will continue to change and flex in order to serve the community in new and necessary ways during the pandemic.

Oehlke also gave an update on the library's capital bond, sharing that Katie O'Dell (current director of youth services, programming, and outreach at the library) will transition to the library's lead in the bond's Program Management Office (PMO) for the next eight years. Oehlke explained that the PMO is the infrastructure unit responsible for bond work. O'Dell will have a counterpart from the Department of County Assets, the county department that houses facilities, construction, IT and other staff who play an important role in this work. Current bond work has included building out the PMO structure and staffing, and working through the nuts and bolts of bond issuance (led by the county's Chief Financial Officer and legal team, in consultation with bond counsel). The library will also create a bond oversight committee as part of its accountability and transparency with

bond work, and is in the process of gathering best practices and recommendations from other similar committees.

O'Dell added that community engagement is a core commitment of this work, crucial to creating library spaces that resonate with our communities. The bond schedule formally builds in time for community engagement opportunities, and LAB members are one stakeholder group in this work. O'Dell shared plans to provide a more detailed update to LAB later this spring.

Oehlke provided additional context in response to questions about [a map of vote distribution](#) (shared ahead of the meeting) that showed less enthusiasm for the bond in East County, noting that, historically, [library funding measures](#) have rarely received more than 50% of voter support in that region. Oehlke explained that this does not mean the library isn't committed to serving East County residents. Oehlke invited LAB members with input on people and organizations in East County that the library should connect with in the course of its bond community engagement work to share that feedback.

In response to a question about youth involvement, Oehlke clarified that the bond oversight committee will be made up of adult members with specific expertise to help track and report to the Board of County Commissioners and the public that the library is meeting all requirements and its commitment to voters. O'Dell added that teens will be invited to contribute their thoughts and ideas to this work as well as the library reaches out to different neighborhoods.

SPRING 2021 ROADMAP

LAB revisited its draft roadmap (first introduced in November 2020) for its work in the near term. All LAB members, and library staff, were given an opportunity to ask additional questions and to share additional input. There was some consensus that the timeframe for this work plan may be ambitious, and that it may need to be extended beyond June 2021 and/or that workgroups may want to meet outside of regular monthly LAB meetings. Quinn MacNichol and Lizzie Martinez reiterated that the timeframe is flexible.

MacNichol moved to take a vote on the 2021 work plan, and Martinez seconded. LAB members indicated a yes vote by either raising their hand during the virtual meeting, or using the *raise hand* feature in Google Meet. The draft 2021 work plan to focus on membership (how to bring in and support new members) and strategy (defining LAB's role within the library and in the community) was approved by majority vote.

BUDGET/CBAC SESSION #1

MacNichol reintroduced the Library Advisory Board's important role as the library's Community Budget Advisory Committee (CBAC), reminding that this work was previously led by LAB's Finance Committee and has moved to the entire board for the Fiscal Year 2022 budget cycle. MacNichol explained that every county department has a CBAC charged with providing input on how those departments spend money; and that because the library is funded primarily through the Library District, it does not receive county general funds and its budget process is necessarily different from other county departments. MacNichol added that LAB's Finance Committee has done a thorough review of the library's budget and budget process for the past several years, and that

this year's process will focus more on what is different about the library's budget this cycle.

Director of Operations Don Allgeier then presented a slideshow of introductory budget topics to orient LAB members to the library's budget structure; revenue sources and expenditure categories; and timeline for development, public feedback, and approval. Allgeier also gave a quick review of Fiscal Year 2021, and highlighted some key themes for Fiscal Year 2022.

Oehlke added that there is real value in LAB's understanding of and input on the library's budget, and the library has implemented changes in the past based on LAB's recommendations (including a fiscal reserve policy).

Oehlke thanked Allgeier for his presentation and for managing the library's budget through recent unanticipated events (COVID-19). LAB's next few meetings will be dedicated to other budget-related topics, including the library's revenue forecast.

WORKGROUP BREAKOUTS

Time ran out for workgroup breakouts, and MacNichol shared a plan to follow up on committee preferences via email.

CLOSING

The meeting adjourned at 6:03 pm.

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