

Meeting Minutes

Multnomah County Library Bond Oversight Committee
November 15, 2021
5:30 - 7:00 | Virtual Meeting

Committee Members Present

Ana Brophy, Cheryl Russell, Jason Green, Jeffrey Scherer, Karl Dinkelspiel, Kourtney Strong, Nicole Pexton, Randall Edwards, Rob Edmiston, Sophia Suhu

Staff Present

Judith Moses, Bond Program Administrative Assistant; Kate Vance, PMO Deputy Director-DCA; Katie O'Dell, PMO Deputy Director-Library; Maddelyn High, Library Director's Assistant / Committee Staff Support; Mike Day, Bond Program Management Office (PMO) Director; Tracey Massey, Director, Multnomah County Department of County Assets (DCA); Vailey Oehlke, Director, Multnomah County Library

Welcome + Introductions

Library Director Vailey Oehlke called the meeting to order at 5:30 pm. The meeting was conducted virtually. Attendees introduced themselves, sharing their pronouns and their most loved library service.

Public Comment

Public comment was requested to be submitted via email ahead of the meeting. No known emails came in for public comment; and no members of the public were in attendance.

Background Information

Library and Bond Program Management Office (PMO) staff provided background information to orient committee members to the library's work, the PMO, and to the bond.

Oehlke provided information about the formation of the Library District (with passage of Measure 26-143 in November 2012), which provides permanent and dedicated funding for the library via property taxes. The library does not receive county general funds. Oehlke also shared information about [library governance](#); how the library contracts with the county for some centralized services (like HR, IT, and facilities); and shared that the Library District owns library buildings (except for locations that are currently leased), and will own new buildings created under the bond. Oehlke also gave an overview of the library's [mission, pillars, and current priorities](#), noting that library priorities are re-examined every so often to stay relevant to community needs. Oehlke also shared a top-level summary of different library programs and services.

PMO Library Deputy Director Katie O'Dell explained that the function of the Program Management Office is to choreograph project delivery and to ensure overall success of the bond program. The PMO is a partnership between the Library District and the Department of County Assets to provide systems and structures to deliver the work financed by the bond. O'Dell shared information about the PMO's role; how it is structured; and guiding principles, which include:

- Accountability
- Equity
- Accessibility for all
- Flexibility today and for the future
- Community partnership
- Innovative and inspirational design
- Sustainability
- Public safety

O'Dell also introduced the ethos (six concepts) guiding community engagement work to center community in decisions made about public library locations:

- Equitable
- Transparent
- Just
- Accessible
- Informed
- Flexible

O'Dell shared that the bond team is utilizing a variety of community engagement methods over the life of each project in order to elicit different types of information and to account for the situation that some communities may be more responsive to one method of engagement over another; as well as the current challenges and opportunities involved in doing community engagement work during a global pandemic. The range of planned community engagement strategies currently includes:

- Virtual community meetings
- Safe, socially distanced in-person public meetings
- One-on-one meetings and focus groups with community leaders and members
- Paid design opportunities for teens and community members; and
- Asynchronous opportunities for input (mailers, image boards, surveys, and more).

Multnomah County Department of County Assets (DCA) Director Tracey Massey then shared overarching bond program goals, and general background information about the bond (Measure 26-211); its structure; and the bond budget (\$387 million).

Bond Program Management Office (PMO) Director Mike Day provided an overview of how all aspects of bond work, starting with the procurement phase, centers diversity, equity, and inclusion. Day then shared a summary of the projects included in the bond, and the [current sequence](#) for these projects. Bond work includes:

- Expansions and renovations to seven branch libraries: Albina Library, Belmont Library, Holgate Library, Midland Library, North Portland Library, Northwest Library and St. Johns Library
- Building an East County Flagship Library
- Adding gigabit speed internet to all libraries; and
- Creating a materials handling and distribution center.

Meeting attendees took a ten minute break.

PMO DCA Deputy Director Kate Vance shared more in-depth information about bond projects, including current a map of projects underway and the status for different projects. Bond work is divided into different phases, and work is currently underway for the [Preface Project](#) and [Chapter One Projects](#).

Committee Operations + Group Working Agreements

Massey gave an overview of the purpose and charge of the [Bond Oversight Committee](#), to:

- Monitor progress of bond projects related to voter-approved work scope, schedule, and expenditures using annual financial audit reports and other financial information
- Consider and provide 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
- Make recommendations, including discussion of possible impacts on historically underserved populations and neighborhoods
- Ensure transparency and accountability in activities and outcomes
- Hear from members of the public who may attend meetings or offer input through other means
- Issue a public report at least annually to the BCC / Library District Board (and the public) that assesses performance, challenges, and outcomes; and that includes the committee's recommendations, if any

Committee Liaison Maddelyn High then shared information about the oversight committee structure and operations. The committee has ten members, and will meet quarterly starting in 2022. High shared information about ethics, conduct, and policies that apply to committee members and the committee's work, including county personnel policies; conflict of interest disclosure; and public meeting requirements.

Action Items + Closing

Ahead of the next full committee meeting, committee members were asked to review and comment on draft group working agreements and a draft committee charter; and to share their interest via email in the role of committee chairperson.

The meeting was adjourned at 7:00 pm.