

The Multnomah County Library Board met on Tuesday, March 9, 2004, at Central Library in the U.S. Bank Meeting Room. Chair Dean Gisvold called the meeting to order at 7:30 a.m.

Board members present were: Joe Arellano, Robert Brading, Gwen Farnham Hyland, Stephen Feltz, Molly Gloss, Diane McKeel, Alice Meyer, and Jeffrey Tashman. Board members Mark Garber, Rick Gustafson, Susan Hathaway-Marxer and Donna Oden-Orr were excused.

Staff members present were: Molly Raphael, Connie Christopher, Becky Cobb, Ellen Fader, Cindy Gibbon, Mike Harrington, Penny Hummel, June Mikkelsen, Lance Murty, Carolyn Myers, Steve Armitage, Nicole Newsom, Patti Vincent, Vicky Oglesbee, Brenda Clark, Ty Thompson, Candy Bertelsen, Susan Egan, Bess Pinon, Jane MacKinnon, Duncan Baruch, Rod Richards, Vanesa Kelmendi, Martha Flotten, Delette Huffman, Janet Irwin, Craig Capling, and Monique Coleman. Also in attendance were: Stephanie Vardavas of Friends of the Library, Jane Viehl – The Library Foundation Gala Committee Co-Chair, Mary Carroll - Commissioner Serena Cruz's Office, LaVonne Griffin-Valade - County Auditor's Office, Matt Nice - County Budget Office, Jon Kruse, and Rich Swift – Library's Account Manager for Shared Services.

The minutes of the February 10, 2004 meeting were approved.

CHAIR'S REPORT

Dean gave a brief report regarding the status of the nominations of candidates for the Library Advisory Board. Nominations are currently under consideration by the Chair's Office. More information will be forthcoming.

DIRECTOR'S REPORT

The Director's Report was discussed. Specific items discussed were:

- 1) Molly talked about the "soft opening" of the Hillsdale Library on Monday, March 8. She also talked about participating in Hard Hat Day with visiting tours of several classrooms from local area schools. She invited everyone to attend Hillsdale's Grand Opening on Saturday, March 13 at 1pm.
- 2) Molly and Ellen both talked enthusiastically about the presentations by author/illustrator Robert Sabuda on Saturday, March 6 at the Gresham Library in the morning and at Central Library in the afternoon. Molly commented about the large turnout. Robert Sabuda gave an informative and engaging performance and signed many books after each session. Molly acknowledged the Library Foundation for their support of this event.
- 3) Molly noted Everybody Reads 2004 programming was wrapping up. She talked about this year's successes and said Penny Hummel, the Library Public Relations Manager, was hard at work planning next year's meeting.

- 4) As a note for future reports, Stephen Feltz asked for feedback from the community meetings Molly will be conducting in April, May and June.

2004-2005 Budget Process

Molly and Becky outlined the 2004-05 Budget Process to date. Molly discussed the Library's 2004-05 budget request. She said the budget request was submitted to the County Budget Office on February 17. The Library's budget request for 2004-05 is for \$44.9 million. Molly noted to maintain current service levels into next year, the budget request should have been \$47.5 million. Molly discussed the challenges in covering this \$2.6 million gap. She said not only would it be necessary to make budget adjustments for 2004-05, but library management will also have to work to get the library system to a level of sustainability over the life of the levy as there is no evidence that revenues will improve in the next few years. Molly reviewed the key components of the savings and reductions of the budget request in the 2004-05 Budget Request Highlights handout she prepared for the Board and observers. In the Budget Request Highlights, Molly noted the following reductions and savings: reductions to programming, eliminating vacant positions, reducing the materials budget and facilities maintenance budget, and a reduction in Library Outreach Services staffing (while this reduction represents a reduction in service to homeless shelters and retirement centers, service to homebound patrons will be sustained).

Other savings will come from a reduction in library hours at Central and the four larger branches. There was discussion on how to gather input from the public on a reduction in library hours. Library patrons will be able to indicate their preference by participating in a survey. The survey will be conducted for approximately two weeks and will be available on-line and in hard copy at all library locations. Molly doesn't think she will hold public meetings specifically for this subject but anticipates there will be some opportunity for discussion at the community meetings already scheduled.

Molly also said she will review the management structure across the organization to determine the changes and reductions she would like to make.

Molly noted one of the main factors in preparing the request was a thorough review of the November 2002 levy language. This key document, a copy of which was provided to the Board and observers, was an important guide in crafting options and strategizing ongoing service standards.

Next, there was a review and discussion of a Library Forecast Summary (handout provided) of projected expenditures and revenues for FYs 05-06 through 07-08. The forecast summary estimated the carryover required to maintain 04-05 service levels. The proposed four different funding scenarios offered a clear picture of the financial shortfalls facing the Library in the coming years.

Becky reviewed a line-item comparison of the 03-04 budget and 04-05 request. Stephen Feltz asked for a clarification of the costing method used to allocate charges to

the line items for County Business Services and Information Technology for the FY04-05 budgeting process. He noted the large increase (\$860,000) in Information Technology services which were formally paid from the General Fund are now being charged to the Library without the corresponding transfer of funds from the General Fund to the Library.

The Board expressed concern that there is no assurance of increased benefits for the increased costs. They are concerned that it seems the Library is losing control of a significant amount of the budget to pay for services it may or may not receive. Rick Swift, the Library's Account Manager for the County, said he thought that a new costing model would likely result in a reduction of some costs currently charged to the Library.

Diane McKeel stated the Library and Library Advisory Board should remain mindful of the support of the library levy from East County voters. She noted those voters cast their vote with the expectation that a new branch would be sited to serve the East County area. If a new library is not built in East County, she warned the faith and support of the East County residents could be jeopardized in the future.

Access Services Policy Committee Update

Committee Chair Joe Arellano reported the Committee met several times in the last few months - most recently this month – to discuss CIPA compliance and the acceptance of E-rate funds. He said the final decision would result in access services policy in keeping with the library's goals and aligned with current policy. Joe noted committee discussion included the review of other libraries' policies to help determine what direction the Library should go in creating policy for MCL. He said the committee intends to forward a recommendation to the Library Advisory Board before the July 1, 2004 deadline for CIPA compliance. The committee's recommendation will be presented to the Board with time for discussion and review before that deadline.

Branch Renovation Report

June noted that this would likely be her final renovation report as the Hillsdale Library was the last of the renovation projects. She reported that the project concluded on budget. June encouraged board members and observers to visit the Hillsdale Library and said she hoped to see everyone on Saturday, March 13 at the Grand Opening.

The meeting adjourned at 8:48 a.m. These minutes are subject to approval at the next scheduled board meeting.