

The Multnomah County Library Board met on Tuesday, May 11, 2004, at Central Library in the U.S. Bank Meeting Room. Chair Dean Gisvold called the meeting to order at 7:31 a.m.

Dean said that in lieu of the usual roll call he would like board members to introduce themselves stating their names and a brief descriptive statement. He asked the new Board members to begin. Charlotte Beeman, Martha Gies, and Jon Kruse introduced themselves. Other board members present were: Joe Arellano, Robert Brading, Gwen Farnham Hyland, Stephen Feltz, Mark Garber, Molly Gloss, Rick Gustafson, Diane McKeel, Alice Meyer, Donna Oden-Orr and Jeffrey Tashman.

Staff members present were: Molly Raphael, Connie Christopher, Becky Cobb, Mary Devlin, Ellen Fader, Cindy Gibbon, Penny Hummel, Mike Harrington, Sharon Klemp, June Mikkelsen, Lance Murty, Carolyn Myers, Steve Armitage, Nancy Arveson, Vicky Oglesbee, Lisa White, Brenda Clark, Marcia Anderson, Susan Egan, Vailey Oehlke, Martha Flotten, Janet Irwin, Andrea Milano, Delette Huffman, Ty Thompson and Monique Coleman. Also in attendance were: Mary Mark, Foundation Board of Trustees, Merris Sumrall, Marcia Director, and Jenna McDormand – The Library Foundation, Adair Law - Friends of the Library, Mary Carroll - Commissioner Serena Cruz's Office, Andy Smith - Chair Diane Linn's Office, Katie Lane - County Attorney's Office, Rich Swift – Library's Account Manager for Shared Services, LaVonne Griffin-Valade – County Auditor's Office, and Bruce, interested member of the public.

There was some discussion regarding an amendment to the April 13 meeting minutes. Alice Meyer submitted recommendations for changes to the meeting minutes. The minutes of the April 13, 2004 meeting were approved as amended.

CHAIR'S REPORT

Dean thanked Alice for chairing last month's meeting. He also mentioned the great success of last month's Foundation Gala. He thanked Gwen and her committee co-chairs for their great work. He also asked Library Advisory Board members to note two changes in meeting dates: 1) June's meeting date will now be June 15 and 2) September's meeting date will now be September 21.

DIRECTOR'S REPORT

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

- 1) Molly talked about the generous gift by Helen Thompson to the Library.
- 2) The popularity of the Día de los Niños and Día de los Libros celebrations was discussed. Rob Brading said that he had recently attended one of the Día celebrations at Rockwood Library; he said the celebration was wonderful, fun and well-attended.

- 3) Molly noted Ellen Fader's election to Vice President-President Elect of the Association for Library Service to Children, a division of the American Library Association (ALA). Ellen is also this year's winner of the Evelyn Lampman Sibley award. This award is presented by the Oregon Library Association's Children's Services Division to honor a living Oregon author, librarian, or educator who has made a significant contribution to the children of Oregon. The audience applauded Ellen's accomplishments.
- 4) Molly announced Mary Devlin, currently the interim Central Library Director, has accepted the position of Associate Director at Fort Vancouver Regional Library. Molly also announced Vailey Oehlke has been appointed Central Library Director effective June 1, 2004. She asked the audience to join her in wishing both Mary and Vailey well in their new positions.

2004-2005 Budget Process Update

Dean Gisvold talked about the status of the budget. He said that although restorations to budget reductions were good, there is still much to be concerned about. He noted the ongoing effects of compression over the life of the 5-year levy. Dean also addressed the issue of 2 new library branches. He stated that the Chair's Office remains committed to the North Interstate and Troutdale branches and takes the position of when, not if. Dean stated at the CBAC meeting he attended the previous evening, all CBAC representatives spoke of their departments making reductions. Alice said it was decided that John Ball would attend a Library Advisory Board meeting later in the schedule after he had the opportunity to meet with the Advisory Board's Finance Committee.

Molly reviewed the highlights of the \$700,000 in restorations to the budget. She talked about how the Library will be able to mitigate some of the planned cuts and staff reductions due to this increase in the General Fund allocation. The following are proposed plans for:

- There will be a \$147,582 reduction to IT charges from County Business Services. Library budget preparers used the second cost estimate to allocate charges. The decision was made later to use an earlier cost model but that information was not communicated.
- Other restorations include: \$120,000 will be added back to services to retirement centers. The Chair specifically requested that the Library to restore funding for services to retirement centers. Staff positions that were cut or reduced (2.25 FTE), will be added back. In addition to this restoration, \$150,000 will also be added to Outreach Services, funding 2.0 FTE librarian positions. Molly and senior staff will examine current outreach services and redesign those services to include underserved populations more effectively. Molly stated she is particularly interested in strengthening services to residents whose birth language is other than English and enhancing service to small business owners; \$150,000 will be returned to the community services budget to restore 2.0 FTE youth librarian

positions at branches. The four half time positions will now become four full time positions; \$50,000 will be returned to the collections budget. This returned funding will allow for the purchase of more board and international books; \$50,000 will be restored to the public relations budget for programming and other activities; \$100,000 will be restored for enhanced facilities maintenance; \$75,000 will be restored to the supplies budget system-wide, allowing for new furniture, fixtures and other equipment as needed.

Dean stated he wanted to continue the practice, set by his predecessor Susan Hathaway-Marxer, of asking advisory board members to attend one of the public budget hearings. Dean asked Monique to circulate dates for budget hearings to each board member. He briefly reviewed the upcoming public hearing dates and locations: May 11 at the North Portland Library, May 25 at the East County Bldg, June 1 at the Multnomah Building and June 10 at the Multnomah Building. The Board of County Commissioners are scheduled to adopt the budget on June 10.

Mark Garber asked Molly about if plans for reducing hours would or could be affected by the restored funding. Molly noted after adhering to Chair Linn's mandate to return funding for service to retirement centers, the remaining \$580,000 would be less than half of the \$1.2 million projected savings from reducing library hours. She also said this plan for reduced hours needs to be continued in future years to maintain current service levels.

Stephen Feltz asked if the funding for positions that were added back was short-lived. Molly said the positions would be able to be maintained. She explained that her plans for restructuring over the next few years would include efficiencies designed to redistribute funding over some areas. Mark Garber asked how/why the County made the decision to return some of the general fund reduction. Dean explained he learned in the CBAC meeting that the County Business Services department reviewed its allocations and found discrepancies in their projections and department budgets. He also said the Chair kept some funding in reserve to help ameliorate department reductions on a case-by-case basis. He said John Ball's presentation at future meeting will help to illustrate these actions. Molly stated in her experience it is not unusual for Chief Executives to hold back monies before doing their own assessment of budget allocations. Stephen Feltz asked that John Ball's presentation include specific clarification of the costs of County Business Services, i.e., what did it [services provided by County Business Services] cost before versus what does it cost now. Molly said the answers to those questions should be revealed during the course of John's discussion with the Finance Committee.

Library Hours Survey Status

Molly reported there have been approximately 3,800 survey responses, including both hard copy count and online submissions. An initial review of the data did not provide any distinct conclusions except that Monday is a popular day, both in the am and pm. Molly said library managers will continue discussion of implementing a seven day a week, 8 hour shift system-wide. She said a review of the survey data and use statistics

will be used to create the best service schedule. Molly plans to have a decision on library hours by June with the current service plan continued over summer. The revised schedule will be implemented in the Fall.

Donna Oden-Orr asked what other methods would be used to determine the new service schedule. Molly said a combination of discussions with branch managers about their communities and analysis of survey data and use statistics would be used. She also welcomed any suggestions from board members and observers. Molly said that she did not want decisions about the new schedule to be based solely on use statistics; she wanted to obtain feedback from the community and regular library users. Jon Kruse asked if the survey will be conducted again in the future. Molly said the survey had not been done in the past but we have other methods of continuously receiving feedback from library users. Dean briefly explained the comment card process. Molly further explained that comment cards are tracked in a database and if a number of comment cards are received on one topic this information is provided to department managers. Dean added that board subcommittees sometimes receive custom reports to assist with research and review.

Nominating Committee Update – Youth Representative

The discussion for this item began with Dean providing some background of earlier discussions for the newer board members. Alice asked board members to think about what criteria they would use to define youth representation on the Advisory Board. She noted that factors such as school grade, age range (minimum and maximum), expected term of service, and the number of youth representatives would be important to take into consideration.

Discussed ensued about age, high school and/or middle school students, length of term, objective of youth representative role, ability to attend meetings, etc. Jon Kruse asked if there was a clear objective with respect to the role of the youth representative. Alice said she thought the youth representative would bring a new perspective to the board as a voice of their peer users. Ellen Fader talked about the Teen Action Team's (TAcT) research of how Multnomah County Library's service to teens measures against to other libraries. TAcT tracks trends and studies youth involvement models that helped to understand that services should not be directed at, but designed by, teens. Ellen recommended staggered terms. She also recommended the youth representatives not be culled only from conventional student population but also from unique or special populations such as the home schooled and emancipated student communities. There was more discussion about the maximum age range and of including older or college-age students in the pool of youth candidates. Andrea Milano commented she thought the board should keep in mind the importance of ensuring that younger teens were included. Alice Meyer suggested a workshop or retreat to learn how to most effectively work with youth representatives. Dean suggested the following motion regarding youth representatives for the Library Advisory Board:

1. Expand Multnomah County Library Board (Board) from 14 to 17 in order to add two youth representatives as full-voting members of the Board with the same duties and

responsibilities. They should be County residents and come from the youth population between 14 and 17 years.

2. With the exception of the first appointee with a one-year term, their terms should be two years with at least a one-year renewal option. Their terms should be staggered in that one of the first appointees would have a term of one year and one would have a term of two years.

3. The Director, with the assistance of staff and existing Board members, should provide such orientation, training, and mentoring as may be needed by the youth representatives.

4. The selection, nomination, and appointment process for youth representatives should be the same as is currently used for the other Board members.

The motion passed unanimously.

The meeting adjourned at 8:47 a.m. These minutes are subject to approval at the next scheduled board meeting.