



## **AGENDA**

### **Library Advisory Board Meeting**

**6:00 PM - Wednesday, June 5, 2019**  
Sandy Public Library, 38980 Proctor  
Blvd., Sandy, Oregon 97055

---

	Page
1. ROLL CALL	
2. APPROVAL OF MINUTES	
2.1. Meeting Minutes	2 - 4
<a href="#">Library Advisory Board - 01 May 2019 - Minutes - Pdf</a>	
3. NEW BUSINESS	
3.1. Feedback - LINCC Strategic Plan	5 - 6
<a href="#">DRAFT LINCC Strategic Direction as of 5-10-2019 DG mtg (2)</a>	
4. OLD BUSINESS	
4.1. Task Force	
5. STAFF UPDATES	
5.1. Apply for Library Board positions	
6. ADJOURN	



## **MINUTES Library Advisory Board Meeting**

**6:00 PM - Wednesday, May  
1, 2019**

Sandy Public Library, 38980  
Proctor Blvd, Sandy OR  
97055

---

The Library Advisory Board of the City of Sandy was called to order on Wednesday, May 1, 2019, at 6:00 PM, in the Sandy Public Library, 38980 Proctor Blvd, Sandy OR 97055, with the following members present:

**PRESENT:** Board Member Jeri McMahan, Board Member Heather Michet , Board Member Lynn Freeman, Board Member Kathleen Draine , and Board Member Lynne Pollard

**EXCUSED:** Board Member Blanca Doroteo

**STAFF/LIAISON  
PRESENT:** Library Director Sarah McIntyre and Councilor Bethany Shultz

**AUDIENCE MEMBERS:** Dale Scobert

### **1. ROLL CALL**

### **2. APPROVAL OF MINUTES**

#### **2.1. Meeting Minutes**

Jeri McMahan made a motion : "I move that we approve the minutes as written."  
Kathleen Draine seconded the motion. CARRIED. unanimously.

### **3. NEW BUSINESS**

#### **3.1. Update - Library Advisory Board By-Laws**

A proposed change to hold the meetings at Sandy Library rather than City Hall was adopted.

Kathleen Draine made a motion : "I move that we approve the amendment to the Library Advisory Board By-Laws." Heather Michet seconded the motion. CARRIED. unanimously.

### **3.2. Library Board Officers**

Current positions will expire June 30.

Members decided to address nominations at this meeting, in the event there were no June meeting.

Current officers were willing to remain in their respective positions.

Jeri McMahan - Chair

Heather Michet - Vice Chair

Lynn Freeman - Secretary

Kathleen Draine made a motion : "I move that we retain current officers for the upcoming year (through June 2020)." Jeri McMahan seconded the motion. CARRIED. unanimously.

### **3.3. Current Advisory Board Members terms expiring**

It was noted that two board members' terms expire June 30, 2019. Both are willing to continue serving, but need instruction for re-applying. Sarah to follow up with City.

## **4. OLD BUSINESS**

### **4.1. Library Advisory Board Handbook**

Extended discussion on annotated SM draft (with red editing) plus suggested changes submitted by KD (blue editing). All acceptable as submitted except:

page 3, second first full paragraph after bullet points is deleted in its entirety and should read as follows:

*"The following is a link to the issues affecting Libraries today, defined by the American Library Association. [www.ALA.org/advocacy](http://www.ALA.org/advocacy). Board members should review these issues as they begin their Board appointment."*

page 6: V para 1: leave as edited by SM

page 11: VII: indicate whether Sandy board members reside in the City or unincorporated area

page 11: Appendix A to read: Sandy and Hoodland Library Policies

Kathleen Draine made a motion : "I move to approve the Library Advisory Board Handbook and appendices as amended in written draft submissions except as further revised at the meeting." Jeri McMahan seconded the motion. CARRIED. unanimously.

### **4.2. LDAC Updates**

Kathleen reported on 4/22/19 meeting. Besides receiving updates on the Gladstone and Oak Lodge Library planning task forces, LDAC approved revisions to the Library District Task Force Proposal v. 1. The revisions centered on greater representation for the unincorporated areas by creating an unincorporated seat with one vote; splitting the Gladstone and Oak Lodge representation into two votes; and making LINCC Network a non-voting participant. Revisions must be submitted to BCC for approval before Task Force meetings can commence, probably in late summer. County will provide an educational session for all Library District Task Force participants before subcommittee meetings commence.

Dale suggested the unincorporated representative attend sessions of each library's Board meetings to gain understanding of how unincorporated members are treated by the different cities.

## **5. STAFF UPDATES**

### **5.1. Open Board position**

One Board seat for Sandy (City) remains open. Dale Scobert indicated he may submit an application for that seat.

### **5.2. Plan meetings? or go month to month?**

Consensus that meetings should be held only as needed, and postponed if no substantive material requires attention (subject to mandate to hold no less than 6 meetings a year, with April and November at Hoodland).

### **5.3. City Budget Committee update**

Sarah appeared at City Budget Committee meeting on April 29 to present the 2019-Library budget. Well received. Kathleen attended as well. KD expressed concern that Library District funds are currently held in the General Fund; encouraged SM to ask City to put those revenues in a dedicated fund, to acknowledge use exclusively for Library operations. Others concurred that SM should seek that change.

### **5.4. Next Meeting**

Tentatively set for August 7, 2019 unless SM determines she needs input on a subject in June.

ADJOURNED – 7:00 PM

## **6. ADJOURN**



Strategic Direction (FY 2019-2022)

<p><b>Imperatives:</b> Our primary goals as a cooperative</p>	<p><b>Initiatives:</b> What we will do to meet the imperative</p>	<p><b>Objectives:</b> Measuring our progress in meeting the imperative</p>
<p><b>PROVIDE EQUITABLE ACCESS:</b>  <b>Remove barriers to access for our diverse and geographically dispersed communities</b></p>	<ul style="list-style-type: none"> <li>• Implement centralized service to address already-identified need:                             <ul style="list-style-type: none"> <li>○ Books-by-mail for homebound residents</li> <li>○ Offer eCard</li> </ul> </li> <li>• Develop a plan with initiatives to be implemented by all LINCC members regarding:                             <ul style="list-style-type: none"> <li>○ Underserved populations</li> <li>○ Barriers to access</li> <li>○ Community needs</li> </ul> </li> <li>• Explore alternative ways to meet patron needs outside of library facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Centralized homebound/books by mail – FY 20/21</li> <li>• eCard exploration and implementation – FY 19/20</li> <li>• During FY 20/21, LINCC Directors Group will select and implement common initiatives and measures for implementation by FY 21/22.</li> <li>• Starting with FY 21/22, we will measure progress towards equitable service delivery using LINCC common measures.</li> </ul>
<p><b>COMMIT TO YOUTH:</b>  <b>Champion educational, developmental, and social support for all youth (birth – teens)</b></p>	<ul style="list-style-type: none"> <li>• Investigate solutions for already-identified need for:                             <ul style="list-style-type: none"> <li>○ District-wide youth services coordination</li> </ul> </li> <li>• Develop a plan with initiatives to be implemented by all LINCC members regarding:                             <ul style="list-style-type: none"> <li>○ Currently-provided youth services and programs throughout LINCC</li> <li>○ Gaps, overlaps, and opportunities in District-wide services</li> <li>○ Potential partners (schools, non-profits, service groups)</li> </ul> </li> <li>• Be the leaders in early literacy to support school readiness, social development, and lifelong learning.</li> <li>• Strengthen services and support for elementary and middle-school children.</li> <li>• Provide fun, safe, inviting programs for teens.</li> </ul>	<ul style="list-style-type: none"> <li>• Centralized youth services coordination – FY 21/22</li> <li>• During FY 20/21, LINCC Directors Group will select and implement common initiatives and measures for implementation by FY 21/22.</li> <li>• Use Project Outcome surveys to compare ourselves nationally to other libraries in the area of supporting early literacy. (FY 20/21)</li> <li>• Starting with FY 21/22, we will measure progress towards commitment to youth using LINCC common measures.</li> </ul>
<p><b>CONNECT COMMUNITIES:</b>  <b>Provide all ages with opportunities for cultural engagement, lifelong learning, and social activities</b></p>	<ul style="list-style-type: none"> <li>• Investigate solutions for already-identified need for:                             <ul style="list-style-type: none"> <li>○ Sufficient and flexible programming and community meeting space</li> </ul> </li> <li>• Develop a plan with initiatives to be implemented by all LINCC members regarding:                             <ul style="list-style-type: none"> <li>○ Currently-provided services and programs throughout LINCC</li> <li>○ Gaps, overlaps, and opportunities in District-wide services</li> <li>○ Potential partners (businesses, non-profits, service groups, government agencies)</li> </ul> </li> <li>• Serve as a “third place” for:                             <ul style="list-style-type: none"> <li>○ Safe and respectful place for community conversations</li> <li>○ Connecting with others in an increasingly-isolating world</li> <li>○ Seniors, family, and intergenerational activities</li> <li>○ Exploration and discovery for all ages</li> </ul> </li> <li>• Help all ages learn new and evolving technologies</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of a programming and community meeting space survey (include with facilities assessment). (FY 19/20)</li> <li>• During FY 20/21, LINCC Directors Group will select and implement common initiatives and measures for implementation by FY 21/22.</li> <li>• Create assessment to determine how successful libraries are in serving as a “third place.” (FY 20/21)</li> <li>• Use Project Outcome surveys to compare ourselves nationally to other libraries in the area of supporting people learning new and evolving technologies. (FY 20/21)</li> <li>• Starting with FY 21/22, we will measure progress towards connection to communities using LINCC common measures.</li> </ul>



Strategic Direction (FY 2019-2022)

<p><b>Imperatives:</b> Our primary goals as a cooperative</p>	<p><b>Initiatives:</b> What we will do to meet the imperative</p>	<p><b>Objectives:</b> Measuring our progress in meeting the imperative</p>
<p><b>ENHANCE USER EXPERIENCE:</b>  <b>Retain local identity while providing a consistent experience.</b></p>	<ul style="list-style-type: none"> <li>• Investigate solutions for already-identified need for:                             <ul style="list-style-type: none"> <li>○ Public relations and promotion</li> </ul> </li> <li>• Explore and identify new opportunities for interlibrary cooperation and centralized coordination</li> <li>• Formalize processes for decision making and implementation of LINCC-wide practices and procedures that benefit all</li> <li>• Formalize processes for proposals and recommendations from committees</li> </ul>	<ul style="list-style-type: none"> <li>• By end of FY 20/21, formal documentation of agreed upon practices and procedures will be created and used by all LINCC members.</li> <li>• Create a timeline to address new initiatives.</li> <li>• Create assessment to determine how successful libraries are in providing consistent services (FY 21/22).</li> </ul>
<p><b>ENSURE SUFFICIENT FUNDING:</b>  <b>Obtain sustainable, sufficient funding for services, staffing, programming, and facilities</b></p>	<ul style="list-style-type: none"> <li>• Conduct District-wide facility assessment to identify:                             <ul style="list-style-type: none"> <li>○ Current state and adequacy of facilities</li> <li>○ Anticipated future facility needs including ongoing sustainability of facilities</li> </ul> </li> <li>• Staff assessment</li> <li>• Summarize assessments [from initiatives above] to demonstrate shortfall of current revenue resulting in service reductions and limitations</li> <li>• Compare funding models and levels for comparable systems/districts/etc.</li> <li>• Advocate that the IGA incorporate the most recently adopted OLA Standards for Public Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and analyze assessment of existing facilities and anticipated facility needs (FY 19/20).</li> <li>• Complete and analyze assessment of staffing needs (FY 19/20).</li> <li>• Complete comparison of funding models and level for comparable systems/districts/etc. (FY 19/20).</li> <li>• The successful inclusion of the most recently adopted OLA Standards for Public Libraries into the Library District IGA (FY 21/22).</li> </ul>