

## Meeting Minutes

Multnomah County Library Bond Oversight Committee

July 29, 2024

4:00 - 6:00 pm | Hybrid meeting

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### Committee Members Present

Ana Brophy, Jason Green, Randall Edwards (in person), Rosie McGown (in person), and Sophia Suhu were present.

Jeffrey Scherer, Kourtney Strong, Maralea Lutino, Nicole Pexton, and Shelley Denison were not available.

### Staff Present

Annie Lewis, Interim Library Director; Eric Arellano, Chief Financial Officer, Multnomah County; Jacob Farkas, IT Program Manager; Kate Vance, PMO Deputy Director-DCA; Maddelyn High, Library Director's Assistant / Committee Staff Support; Mike Day, Bond Program Management Office (PMO) Director; and Tracey Massey, Director, Multnomah County Department of County Assets (DCA).

### Welcome

Maddelyn High welcomed attendees, and DCA Director Tracey Massey shared a land acknowledgement and reviewed the meeting agenda.

### Public Comment

Public comment was requested for submission via email ahead of the meeting. No known emails came in for public comment, and no members of the public were in attendance.

### Committee Business

Interim Director of Libraries Annie Lewis (she/her) introduced herself and shared information about her background. Committee members also introduced themselves.

A reminder was shared about Labor Management Community Oversight Committee (LMCOC) meetings, which are held virtually on third Wednesdays and which Bond Oversight Committee members are welcome to attend. If you're planning to join, please email High, who can share the meeting link.

County CFO Eric Arellano joined to share an update on bond audit timelines. The agreed-upon procedures audit for Fiscal Year 2023 is complete (the second audit conducted of this type); and Arellano briefly reminded committee members of the scope of this engagement. The audit report from Moss-Adams was shared with committee members via email along with other meeting materials, and Arellano asked committee members to review and reach out to him with any questions. Observations identified by Moss Adams for FY 2023 include:

- In the budget approval change process (called the “D3 process”), a need to more clearly identify the effective year for any new revenue sources/streams; and similarly, to identify if a new revenue source is restricted or unrestricted all in one place (rather than on the supplemental form this information is currently captured on)
- A need to verify that budget-to-actual reports are shared with Executive Stakeholders (beyond the meeting slides and calendar invites that are created for these meetings)

Arellano also shared an update on the enhanced audit scope, which is a new component this year. Contracting is still underway for this piece, and completion is expected this winter. The expanded scope report will include two additional things:

- A one-time review of the D3 change approval process against current best practices
- A review of each project site budget vs. actual spending (at a particular point in time)

Arellano noted that the enhanced scope will be beneficial for both oversight and accountability. Arellano offered to attend an upcoming committee meeting to review results, when the enhanced scope report is complete.

The committee turned its attention to annual report planning for Fiscal Year 2024, reviewing a proposed timeline, report section leads, and desire for a project delivery team survey. Committee members agreed to move forward with a survey. A question also emerged about project close-out data for newly-completed bond projects, in terms of what information is available to be reviewed and/or included in the annual report (from sources like post-occupancy surveys, usage data, and more). High agreed to investigate and report back.

Section leads for the report were determined:

- Opening letter and executive summary: Randall Edwards
- Audit sections: Nicole Pexton and Rosie McGown
- DEI sections: Jason Green
- Project snapshots: Kate Vance and Maddelyn High will populate these for committee review

High will follow-up via email to sort out assignments for remaining sections, since several committee members were not able to attend this meeting.

### **Technology Spotlight**

IT Program Manager Jacob Farkas (he/him) joined to highlight some of the new technologies and capabilities in library bond spaces. Farkas introduced a technology equity framework used to guide the bond technology team’s work, which includes asking the question, *“who is this technology serving and who is it not serving?”*

Farkas shared reimagined technologies across a number of categories that will be implemented in new bond spaces, including:

- Audio/Visual (primarily, for new community spaces with consistent standards across different spaces and locations)

- Self-Service (options that empower patrons to choose their own path based on their needs, while in some cases freeing up staff time, like self-checkout kiosks for books and Chromebooks, holds pick-up lockers, and more)
- Automation (like Automated Materials Handling that creates efficiencies and ergonomic improvements for staff)
- Access (increased access public computer and wifi with new fiber lines)
- Creativity (a new recording studio at the East County Library, which was determined as a priority based on community input)

In response to a question about how the library manages replacement schedules (because new tech quickly becomes outdated), Farkas shared that the bond tech team strives to be future-focused in terms of infrastructure (power and data, for example) to plan for potential future needs. Replacement schedules are included in annual budget development, with new tech initially funded by the bond and incorporated into ongoing operating budgets (ongoing operational costs are a factor when making decisions about what new technology to install). The Library Foundation also contributed funds to support some technology for teen spaces.

In response to another question about accessibility in the old Holgate Library as compared to the new Holgate Library space, Farkas shared that a number of improvements were made to address accessibility in terms of technology, including: ADA-approved heights for self-checkout stations as well as hearing-accessibility features; and mobile technology and apps that support communications in multiple languages and for folks with vision or hearing-related disabilities. With Holgate Library only newly opened to the public, there are opportunities to learn and adapt as new technologies are tested.

Bond PMO Director Mike Day thanked Farkas for his presentation, adding that integration of the bond tech team into the bond program early on was a key and beneficial decision.

### **Bond Implementation Update**

Day transitioned to a bond progress update, noting we're about halfway through the bond program. There are no recent significant changes to the budget, and projects are moving into the final bidding phase.

Day called attention to information (shared in a new format) related to the Regional Workforce Equity Agreement (RWEA), reiterating that MCL is the first entity among RWEA partners to implement the agreement. Day noted that Portland Community College is a new RWEA partner, having recently signed on.

PMO Deputy Director-DCA Kate Vance shared that Holgate Library, the first public building in the bond program, opened on July 13, 2024; the project team is currently engaged in close-out activities.

Vance shared a sneak peak of designs for the new Northwest Library, featuring a "swifts" theme selected via community vote. The GMP for Northwest Library will be set soon.

In terms of program risks, Day shared that while market conditions have been impactful over the past three years, we have seen a leveling recently — although escalation is still in excess of 6% in the Pacific Northwest in terms of the construction index. Supply chain lead time is still long, ameliorated somewhat by early procurement efforts and understanding of and timelines for design and other electrical systems. The bond team continues to manage these and other risks early and often with CMGCs.

In response to a question about remaining bond contingency funds (~\$15.2M), Day reminded that we're only halfway through the bond program, and the bond team continues to manage contingency use with an approval process and in terms of not releasing too much contingency too soon, and in terms of not wanting to finish the bond program with too much remaining in this fund.

### **Action Items + Closing**

High shared a reminder of the schedule for upcoming committee meetings, and the meeting adjourned at 6:06 pm.