

Library Advisory Board Minutes: November 12, 2024For Multnomah County Library Advisory Board

The Multnomah County Library Advisory Board (LAB) met virtually on Tuesday, November 12, 2024. The meeting began at 5:01 pm.

Board members present were: Clare Wilkinson, David Jarvis, Domiè Newton, Ingrid Jacobson, Jade Chan, Joe Marquez, Kate Fleming, Kelsey Fong, Kristi Ketchum, Madison Riethman, Megan Parrott, Naomi Margolis, Nikia Kae Solbjor, Taryn Sauer, and Tia-Theo Thompson.

Cassie Duprey and London Sorcinelli were unavailable.

Staff members present were: Annie Lewis, library director; Jen Studebaker, community services director; Johnette Easter, HR manager; Jon Worona, director of innovation & technology; Katie Shifley, finance & facilities director; Kim Sutton, director of marketing & communications; Kirby McCurtis, location services director; Maddelyn High, management analyst; and Sonja Ervin, equity & inclusion manager.

Commissioner Lori Stegmann, District 4, Multnomah County was also in attendance.

WELCOME & CHECK-IN

Meeting attendees joined the virtual meeting either via video or phone and participated in a warm-up conversation in virtual breakout rooms.

UPDATES FROM LIBRARY LEADERSHIP

Library Director Annie Lewis shared recent systemwide updates and highlights from the Director's Report, including:

- A warm welcome to the library's new Director of Marketing & Communications, Kim Sutton (she/her). Sutton briefly introduced herself.
- An acknowledgement of appreciation for library staff who supported the county elections team by transporting library ballot boxes on election night
- A reminder that library locations will move to standardized hours as of December 1:
 - Monday: 10 am - 6 pm
 - Tuesday: 12 - 8 pm
 - Wednesday: 12 - 8 pm
 - Thursday: 10 am - 6 pm
 - Friday: 10 am - 6 pm
 - Saturday: 10 am - 6 pm
 - Sunday: 12 - 6 pm

- Along with new hours, Lewis shared that patrons can now submit direct requests to [book public library meeting rooms online](#) (using a newly-implemented reservation system, called Communico).
- Encouragement to visit Troutdale Library, which opened after a bond refresh on November 1, and to attend the St. Johns Library groundbreaking celebration on November 13.
- An announcement of a [new collection](#) of books and other materials by and for Indigenous folks, that are tagged and cataloged as such, and searchable in the library's catalog.

Lewis also shared that the library has been fielding requests for information and for gap services during construction closure of the St. Johns Library, noting that library staff are working with the St. Johns Neighborhood Association and other partners about options to provide limited temporary services during closure based on community feedback.

BOARD BUSINESS

Meeting minutes for the October 8, 2024 meeting were approved.

BUDGET BASICS TRAINING

Finance & Facilities Director Katie Shifley led a budget basics training, to orient new and longstanding LAB members to the budget development process, and to share context and parameters for development of the library Fiscal Year 2026 budget. Topics included background information on MCL's budget (including primary income and expenditure categories, trends over time, and budget structure); an overview of the budget process and timeline (December through June adoption); a primer of what's known about the library's financial forecast (including property tax limitations and personnel expense impacts); and the framework for the library's FY26 budget.

Shifley shared a slide deck, available for LAB member review.

ACTION ITEMS + CLOSING

LAB Co-Chairs Clare Wilkinson and Megan Parrott shared a plug for LAB leadership opportunities, extending an offer to meet with any interested LAB members.

The meeting adjourned at 6:29 pm.

Respectfully submitted by:
Maddelyn High, director's assistant
Multnomah County Library, Oregon