

## MINUTES

MILWAUKIE CITY COUNCIL WORK SESSION  
NOVEMBER 3, 2009

**Mayor Ferguson** called the work session to order at 5:30 p.m. in the City Hall Conference Room.

Council Present: Mayor Jeremy Ferguson, Council President Greg Chaimov, and Councilors Deborah Barnes and Joe Loomis

Staff Present: City Manager Mike Swanson, City Attorney Bill Monahan, Library Director Joe Sandfort

**Library Board Interview**

**Kay Bower** was interviewed for a vacant position on the Ledding Library Board.

**Mayor Ferguson** directed staff to prepare appointment resolution.

**Library Board Work Program for 2009 - 2010**

**Tom Hogan**, Chair, discussed the 2009 – 2010 Work Program, which was a product of the Board chaired by Colleen Schacht. He reviewed their numerous 2009 accomplishments. The Board regularly attended NDA meetings and had incorporated Milwaukie High School involvement with Poetry. They were delighted at the passing of the County Library District and have nominated Mark Docken to sit on that board. It had been an active year and was an active board. He discussed upcoming priorities for 2010 including; Making contacts, networking and creating dialogue with the County in the implementation of the Library district; Pond House priorities were to continue to coordinate and implement structure requirements, develop and use the pond house and support other stakeholders for improvements to facilities and encourage Pond House use; continue the Poetry Series Third Season, and expand the series from readings to include workshops, one youth event and he anticipated sponsoring the summer picnic. They want increased board participation with the Friends and to support Friends as much as possible and develop relationships to increase participation in plant and book sale. They want to continue encouraging library support at NDA meetings to promote the library and the Friends. They want to work with other partners to develop and promote Willamette reader series, develop fundraising strategies for long range fundraising needs including short-term and long-term goals. They would like to see an increase in donations and acknowledge those donations properly. He thanked Council for their support of the Library and Board.

**Councilor Barnes** said she was proud of the work of the Library Board and Friends organization and commended all.

**Councilor Chaimov** spoke to his enjoyment when serving on the Library Board.

**Councilor Loomis** asked where the City was in terms of the Library District?

**Mr. Sandfort** said the City signed the IGA and he thought the City was a full fledged member of the District. The City should receive the first payment in January.

**Councilor Loomis** appreciated what was being done with the high school.

**Mayor Ferguson** said he met with the high school leadership group at the Pond House and appreciated the facility and time they had spent in the Library.

**Mr. Sandfort** thanked City Council, Pat DuVal and Mr. Swanson for their roles in helping the library to be successful.

**Councilor Barnes** said one of the goals at the high school was to increase the level of writing and said if there was any way to help in an informal setting at the Library that would be a wonderful way to bring teenagers back to the library.

**Mr. Hogan** said they were going to sponsor another youth workshop this year, and hopefully if the interest was there they could expand that to two workshops.

#### **Regional Committee Assignments**

**Mayor Ferguson** discussed the RiverHealth Advisory Board and makeup of the current membership.

**Councilor Chaimov** suggested asking if a member of the Citizens Utility Advisory Board might want to be a member.

**Mayor Ferguson** said he would ask Mr. Parkin for time on their agenda.

**Mayor Ferguson** discussed other committee assignments and there were no changes at this time.

**Councilor Barnes** asked about JPACT and said that the person assigned to C4 was supposed to report to JPACT.

**Councilor Loomis** asked for more information and said that he was not aware that he was supposed to attend. He would get information and start attending.

**Councilor Chaimov** asked about IPACT.

**Mr. Swanson** said he would check to see if someone has been attending regularly.

#### **Goal Setting**

**Mayor Ferguson** put goal setting on the next work session agenda.

**Councilor Barnes** asked to set a couple of tentative dates. She preferred not to do it in the evening. She proposed Saturday, November 14.

Consensus was November 14 after 2 p.m.; or 12/12 8 a.m.

**Mayor Ferguson** adjourned the work session at 6:12 p.m.

*Pat DuVal*

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Pat DuVal, City Recorder

# WORK SESSION

# AGENDA

## WORK SESSION MILWAUKIE CITY COUNCIL NOVEMBER 3, 2009

### MILWAUKIE CITY HALL

Second Floor Conference Room  
10722 SE Main Street

A light dinner will be served

### **WORK SESSION – 5:30 p.m.**

#### Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:30 p.m.	Library Board Interview	Mayor Ferguson	1
2.	5:40 p.m.	Library Board Work Program for 2009-2010	Joe Sandfort & Board Members	2
3.	6:15 p.m.	Regional Committee Assignments	Mayor Ferguson	
4.	6:25 p.m.	Set Goal Setting Session	Mayor Ferguson	
5.	6:45 p.m.	Adjournment		

### Information

Executive Session: The City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

### Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email [ocr@ci.milwaukie.or.us](mailto:ocr@ci.milwaukie.or.us) at least 48 hours prior to the meeting.



**To: Mayor and City Council**

**Through: Mike Swanson, City Manager**

**From: Tom Hogan, Library Board Chair and Joe Sandfort, Library Director**

**Subject: Library Board Work Program for 2009-2010**

**Date: September 29, 2009**

### **Action Requested**

Review and discuss the 2009-2010 Library Board Work Program.

### **Background**

The proposed work program is a plan for fulfilling the Library Board's responsibility to advise the Milwaukie City Council and the Ledding Library staff on library patrons' needs.

The Board's duties, under the general direction of the City Council, include: reviewing and commenting on rules and policies for the operation of the library; commenting on the acceptance or rejection of donations of real or personal property or funds donated to the library; commenting on sites for public library buildings or for location of library facilities; and other such activities.

### **Accomplishments Of 2008-2009.**

During FY 2008-2009, the Library Board dealt with the loss and eventual replacement of one Board member. During the past year, the Library Board:

- Elected officers for the Ledding Library Foundation. The purpose of the foundation is to raise and disburse funds for the Ledding Library, for future capital expansions.

- Planned and promoted a well attended William Stafford birthday celebration event on the second Saturday in January.
- Supported the Library Director and Staff in Library operations.
- Met with engineering staff to put forth and clarify library concerns for safety, parking, and traffic issues surrounding the Library facilities. Because of the Board's efforts, two additional stop signs were placed at the intersection of SE Harrison and 21<sup>st</sup>.
- Reviewed, discussed and concurred with the proposed FY 2009-2020 library budget.
- Attended as possible city neighborhood association meetings. While at the meetings, Board members both promoted library programs and received library-related input from Milwaukie citizens.
- Planned and implemented the Milwaukie Poetry Series featuring poets who read from and discussed their work. The series had ten successful readings to capacity crowds at the Pond House, and was attended by a wide range of students and poetry fans of all age ranges from around the Portland area. Poetry readings were filmed; the readings are being shown on Willamette Falls Cable Television and are also on DVDs that can be checked out from the library. A donation request to supplement the City support raised \$1,100 for the Series. The Milwaukie Poetry Series also sponsored a writing workshop given by Vern Rutsala, a Youth Poetry Workshop at Milwaukie High School given by Paulann Petersen, an Open Mike Poetry Reading to celebrate National Poetry Month in April, a Youth Open Mike reading and a summer Poetry Picnic. As Series Coordinator I also sponsored Kenneth Alvis' Senior Project which was a Youth Poetry event and reading in the Pond House.
- Sponsored a visit by Oregon's Poet Laureate, Lawson Inada, who led a discussion of *Broken Twig* and read from his own works.
- Participated in the formulation of the City's Transportation System Plan by attending meetings and expressing concerns, monitoring discussions and by providing library-related input. Special attention was paid to monitoring traffic safety and parking issues as they relate to the library. Of particular concern was and is the ongoing safety of the intersection at SE 21st and SE Harrison.
- Continued planning in the Willamette Readers program in which local celebrities read stories to primary school students. These were taped and broadcast on local Cable Access.
- Played a crucial role in the passage of the Library District measure that was on the November, 2008 ballot.
- Chose Library Board member Mark Docken to serve on the Library District's Advisory Board to represent the City of Milwaukie.
- Assisted in the placement of art works in the Pond House.
- With help of the City Manager and city Attorney, formulated a programming Policy for the Pond House and the Ledding Library.
- Collaborated with City Staff in bringing about the opening of the Pond House Book Store.

### **Priorities for 2009-2010**

The following is a summary of the Library Board's priorities for 2008-2009. The Board will be prepared to discuss this draft list and Council priorities at the work session.

During FY 2000-2010, the Library Board plans to:

- Assist in developing and implementing the optimum structure, funding and administration for public libraries of Clackamas County with the passage of the Library District.
- Develop contacts with other public libraries in Clackamas County and participate in a countywide dialogue about regional issues affecting library stakeholders.

### **Library Pond House Priorities**

- Coordinate with the City to implement the infrastructure requirements necessary for the operation of the Pond House Book Store.
- Work with other stakeholders to develop and use the Library Pond House in the best manner possible. Promote ongoing improvements to the facility, to encourage its use for City and Library-related gatherings.
- Continue for a Third Season the Milwaukie Poetry Series at the Library Pond House of with a new lineup of poets conducting monthly readings. Also sponsor at least one writing workshop, one youth event and a summer Poetry picnic.
- Aspire to achieving more Board participation in The Friends of the Library's Plant Sale and Book Sale as well as the Sunday Market Book Booth. Participation at these events may include distributing fundraising materials and promoting library programs and services.
- Continue to encourage Board attendance at city NDA meetings, (Neighborhood Development Associations), to promote Library services and programs, as well as gain citizen feedback regarding Library issues.
- Continue to coordinate with the Friends of Ledding Library to promote the Library and its programs to the community as much as possible. Encourage more newspaper articles to this end. Promote and support the activities of the Friends and educate the community on all the things the Friends do for the Library.
- Continue to work with the other partners to develop and promote the Willamette Readers Series.
- Develop a fundraising strategy for long-term library needs, including through the Ledding Library Foundation. This strategy will set short term and long term fundraising goals and identify appropriate methods to be used.
- Continue the distribution of the library's monthly newsletter to all appropriate venues, including the City's Sunday Market and to neighborhood association meetings.

- Work with City staff to create and provide information for a regular column in the Milwaukie Pilot.
- Aspire to achieve an increase in donations over FY2008-2009.
- Acknowledge in a public manner donations to the library, such as with bookplates, or a special display area.

### **Concurrence**

The Library Board and the Library Director have reviewed and concur with the draft work program.

### **Fiscal Impact**

The work plan will require a commitment of staff resources, primarily in information distributing functions. The fiscal impact will be minimal, as present staff will absorb necessary duties into its current workload.

### **Work Load Impacts**

The library staff will support the Board's work to accomplish the priorities listed above. The staff liaison to the Board will attend all meetings and take and distribute meeting minutes.

### **Alternatives**

None.

### **Attachments**

Milwaukie Poetry Series Third Season flyer.

# The Milwaukie Poetry Series

## *- The Third Season -*

7 p.m. ~ Ledding Library Pond House  
2215 SE Harrison Street, adjacent to Ledding Library  
Scheduled for the second Wednesday of each month.

*September 9, 2009 ~ John Morrison*

*October 14, 2009 ~ Lex Runciman*

*November 11, 2009 ~ Don Colburn*

*December 9, 2009 ~ Scot Siegel*

*January 13, 2010 ~ Kathleen Halme*

*February 10, 2010 ~ Penelope  
Scambly-Schott*

*March 10, 2010 ~ Sage Cohen*

*April 14, 2010 ~ B. T. Shaw*

*May 12, 2010 ~ Judith Arcana*

*June 9, 2010 ~ Paul Merchant*

