

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES May 10, 2016



6:15 PM City of Canby City Hall Meeting Room

Present: Roger Reif, Cathy Whiting, Kathleen Myron (board members); Irene Green, Lizzie Figueroa (library staff); Tracie Heidt (City Council member); and Rick Robinson (City Administrator).

Absent: Linda Warwick, John Smith, Todd Rocha

The meeting was called to order at 5 p.m. April minutes were approved as written by the two Board members who had been present at the April meeting (with one abstention). Minutes will be re-approved at June meeting.

New Library Planning Update.

Irene reported that the building seemed to be going up quickly, and windows all seem to be in place. Library staff are figuring out the logistics of new shelving. The shelving was initially estimated at \$170,000 but that price has dropped as a number of shelves were eliminated. Irene should have the final numbers on Thursday.

Rick reported that the pending grant applications were declined, so the City is once again looking for funding for the plaza. Four benches and a couple of planters have been funded, but not the "hardscape." On the library side, the community has been generous: Canby Telcom donated \$25,000 for new computers; the Friends of the Library are paying most of the cost of the new information desk (with the remainder coming from the estate of Bonnie K. Allen); Canby Kiwanis donated \$50,000 towards the children's area, the fireplace is funded, and another possible donation will go towards furnishing the teen room. Almost all of the unallocated contingency will go towards the new shelving.

Rick also mentioned that Cutsforth Thriftway has been very accommodating about letting construction workers park in the grocery store lot during the project.

Friends of the Library Report.

Irene reported that the Friends bookstore is bringing in over \$1000 per month. And they're busy planning for the July 4th sale.

Library District Advisory Committee (LDAC) Report.

Irene reported that Haley attended the last LDAC meeting. The Board of County Commissioners is looking at revising the Master Order that created the Library District, so that district funds can be used for capital improvements. They're also investigating exactly what kind of authority LDAC has to enforce the IGA.

Library Board – Candidate Update.

Cathy Whiting's term ends on June 30, and the City has not received any applications from potential new members yet. Roger reported that he is encouraging two people to apply, and Lizzie Figueroa has spoken to another interested party. Cathy observed that the standard on term limits seems absurd, given how difficult it is to fill openings. However, the limit is two *consecutive* terms—so former Board members may apply again when another position becomes open. Rick clarified that a former Board member may apply as soon as another opening comes up.

Tracie Heidt asked whether the Board has a target demographic in mind for new Board members. Various members opined that it would be helpful to have a parent of young children, a member of the Hispanic/Latino community, someone who lives in the unincorporated area (only 3 members of the Board are required to live within Canby city limits), but most importantly someone who's willing to advocate for the library and can be creative with publicity and fundraising. That said, the Board will be happy to have anyone.

Review of April Action Items.

The Library Policy Manual has been forwarded to Amanda Zeiber (Human Resources Director) and Joe Lindsey (City Attorney) for their review. Hopefully it will be finalized before the end of the fiscal year. Irene mentioned that she would like to clarify policies that have legal implications. She also asked whether it was best to include the entire fines and fees structure in the manual, but the general consensus was that it was better to keep it in. Also, in the section prohibiting animals other than service animals, we need to add a note specifically allowing trained dogs for the "read-to-the-dog" program we hope to start soon.

Library Staff Report.

- a. April report. Overall library visits were slightly down from March, but program attendance was higher. During the Food for Fines week, the library collected 789 pounds of food for St. Patrick's Catholic Church Food Bank and waived \$474 in fines. Lizzie and Irene are weeding the adult nonfiction book collection for age (leaving classics, of course, and replacing some other titles with updated editions). The value calculator is up and running on the library website. Peggy Wickwire and Angelica Novoa de Cordeiro have had quite a few school classes visit the library lately, to get them interested in Summer Reading. They will soon be visiting the schools (along with Lauren Hershey) to conduct further outreach. Irene reported that the Citizenship classes continue to fill up, and that 9 former students are now waiting for their official interview with USCIS. Turnout for the Children's Day/Book Day program (DIA) was excellent, with 88 children and 55 adults attending. Summer Reading signups start in June. And Hulbert's kindly donated flowers for the Volunteer Appreciation Event in April.
- b. Update on strategic plan. Irene took down the community input poster from the lobby and transcribed the comments, which she shared in a spreadsheet. Patron requests covered materials ("more movies in Spanish" and "more large print books"); operations ("self-serve book return kiosk like at Hillsboro" and "longer hours"); programming ("talent shows" and "Spanish classes for children"), and services ("coffee" and "headphones for computers"). The next step in the process is the community focus group, which will be Tuesday, May 17, at 6:30.
- c. On-call positions. The library selected three excellent applicants for the on-call positions, and they're currently undergoing background checks. It will be helpful to have a larger pool of on-calls to cover staff absences, but Irene pointed out that using on-calls to fill regular open desk shifts is not ideal. Lizzie has been working on mock schedules to see how it would work if the library were to stay open until 8 pm on Mondays and Wednesdays—we would have to use 15 on-call hours per week in order to sustain that. The annual budget only covers 19 on-call hours per week, which leaves very little cushion for staff vacations or sick leave.
- d. Oregon Library Association conference. Lizzie Figueroa, Karen Batridge, and Lauren Hershey attended the OLA conference in Bend in April. Each participated in different sessions (on topics ranging from "Guerilla Storytime" to "Legal Research") and came back with lots of good ideas. Additionally, the OLA conference was where we learned about the Libraries Transform campaign.
- e. Libraries Transform campaign. Irene has adopted ALA's Libraries Transform campaign to improve public awareness of the importance of public libraries. The campaign provides bookmarks and graphics with simple, impactful statements such as "Because learning to read comes before reading to learn" and "Because employers want candidates who

know the difference between a web search and research.” This campaign ties in nicely with our current call for community feedback as we start the strategic planning process. We want to make the community aware of what a library is and can be.

- f. Annual report. In July, Irene will start working on an annual report for the City of Canby.

Library Budget Update.

Irene shared information from the proposed City budget relating to the library. Changes for FY16/17 include:

- All Friends of the Library purchases are now being processed through the library’s Cash Management system. The City then cuts a check for the Friends each month. This is labeled FOL PASS THROUGH REVENUE on the library’s budget.
- The City has budgeted funds for RFID tags. However, RFID self-checks and security gates are capital improvements, and thus cannot be funded by the library district. (The LINCC library directors agreed to take on the cost of two databases in exchange for LINCC funding all the new self-checks, but the City of Canby wouldn’t agree to this because technically the IGA states that databases will be funded by LINCC. So the cost of the databases will now come out of our collection budget and the cost of the new self-checks will be included in the new building project.)
- The library’s Facilities and Tech Services charges are increasing in proportion to the increased size in the new library building. (However, Irene recommended a change to the following wording: “Library Facilities charges are increasing in proportion to the increased size of the new library, and Tech Services charges are increasing due to 5 additional staff computers moving from LINCC to the City network”). Irene is also looking into switching all staff over to a new system LINCC will be introducing this year, which would include shared folders.
- The multiple lines for collection budgets for different types will be combined into a single line. This will give Irene the flexibility to reallocate funds between collections as needed.
- The personnel line for Office Specialist I (which previously included both permanent staff at that classification and on-calls), will now be listed as two separate lines: one for regular staff, and one for on-calls.
- There will be a specific line for Volunteer Appreciation in the amount of \$1500. Previously, that budget was lumped into the general Supplies & Services line, and was hard to track.
- The budget for Travel & Training decreased from \$4000 in FY15/16 to \$2500 in FY16/17.

The Board reviewed the rest of the budget information. Fines and fees collected are included under MISCELLANEOUS REVENUE. There was a question about the revenue item CHARGES FOR SERVICES, and why it stops in FY17. Irene will investigate that.

Board members' reports, concerns and comments.

The next meeting date was moved up to June 7 at 5 pm, in order to accommodate travel plans. Unfortunately, Linda will still miss the meeting.

There being no other concerns, reports or questions, the meeting adjourned at 6:15 p.m.

Action Items:

- Irene will find out what the budget revenue item CHARGES FOR SERVICES represents, and why it stops in FY17.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor