

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES April 16, 2019



5:30 PM City of Canby, Willow Creek Conference Room

Present: Roger Reif, Linda Warwick, Kathleen Myron, Cameron Jones, Carol Palmer, Meridian Lattig, Denise Fonseca, Suzy Stutes (board members); Irene Green, Lizzie Figueroa, Lisa Nead, Hanna Hofer, Marisa Soltz, John Zhou, Karen Batridge (library staff); and Shawn Varwig (City Council Liaison).

Absent: No one

The meeting was called to order at 5:30 p.m. March minutes were approved as written.

Review of March Action Items.

- a. REVIEW SECTION 3 (MATERIALS STANDARDS) OF THE OREGON PUBLIC LIBRARY STANDARDS. This was postponed to the May meeting, due to time constraints.
- b. FEEDBACK ON DRAFT PRESENTATION TO CITY COUNCIL. Irene received helpful feedback from Board members. The presentation is ready for tomorrow night. The library presentation is the first item on the agenda, and all Board members are encouraged to attend.
- c. CONTACT IRENE KONEV AND CCC ESL TEACHERS ABOUT RUSSIAN-POPULATION OUTREACH. This item is postponed until the May meeting.
- d. POSSIBLE WORK SESSION ON DAILY OPERATIONS AT THE LIBRARY. Irene has not been contacted about this, but the offer is still on the table.
- e. IRENE, ROGER, AND KATHLEEN WILL CONTINUE TO WORK ON THE PRESENTATION. They prepared the presentation for tomorrow's City Council meeting.

Library FY 19/20 Budget.

Kathleen welcomed the additional library staff, and introductions were made. Irene shared an update on the library's budget for the coming fiscal year. The rise in costs for PERS and healthcare will have a huge impact on the city's budget. Rick is recommending that the City

increase its contribution to the library from the General Fund from \$50,000 to \$75,000. Despite the fact that the library will be receiving some extra funds from the city and the Library District it's still not enough to make up the shortfall, and some cuts have to be made.

This is the outline for Irene's proposed changes (planned in conjunction with the Finance Director):

- The library will close on Sundays, starting July 1.
- The vacant Bilingual/Outreach Services Librarian position will not be filled.
- The good news is that some part-time staff will see an increase in hours, and we can also increase our budget for on-calls.
- The collection budget will remain steady.

The biggest impact will be to the Hispanic community, since the library will no longer have a native Spanish-speaker on staff. Lizzie can do some of the translation work that Angelica used to do, but not everything. The library has already cut several Spanish-language programs (except the ones that are led by volunteers or on-calls). There is currently no outreach going on with that community, and there has already been a noticeable drop in visits by Hispanic patrons. This is a sad situation, after all the work Angelica did for years to build relationships and maintain communication with community leaders.

Library staff commented that they already feel spread thin. They're doing the best they can, but the worries about cuts to hours or jobs are ever-present. Irene acknowledged that staff are dealing with a lot of challenges.

Suzy pointed out that the library's circulation and visit numbers are up, and she asked how the Budget Committee could justify cutting funds when usage has increased. Shawn agreed that library usage was up, but the City has to address the immediate budget shortfall. Many departments are making cuts in the coming fiscal year.

Updating the service area maps could increase CPL's funding from the library district. Canby will be working very hard to get the boundaries changed to reflect our actual service area. The goal is for our service area to reflect our school boundaries.

Library staff mentioned seeing significant charges in the weekly credit card report by other departments for travel and training purposes—that was surprising, since the library's Travel & Training budget line is quite small. Irene said she would do some research and compare the Travel & Training budgets for different City departments. Staff asked about alternate sources of funding. The library could apply for additional grants; however, those funds would be earmarked for a specific purpose. Furthermore, Irene pointed out that we would not qualify for

most federal grants because not all of our internet computers are filtered (a requirement of CIPA, the Child Internet Protection Act).

Suzy suggested somehow publicizing the actual workload of library staff, since a generic job title is not very descriptive. It's harder to cut a job once you know everything that they're responsible for.

Linda suggested making a time-lapse video of staff throughout a typical workday. The Canby Now Podcast has already done some very good interviews with staff.

April 17th City Council Presentation.

Irene shared the final draft of the presentation for tomorrow's City Council meeting. Board members all approved. The Board members discussed how, just as the Notre Dame Cathedral is at the very core of French culture and community, libraries hold the same place in people's hearts.

Library District Advisory Committee (LDAC) Report.

Kathleen reported that the meeting on 4/22 will be the first with Kathryn Kohl (the new LINCC Network Manager). Irene shared her notes: Al Matecko (LDAC Chair) visited the director's group to discuss the upcoming meetings of the Big Task Force. He wanted to clarify that even though library directors were asked to solicit feedback from the library boards and city managers about the draft process, the task force itself had already been approved by the Board of County Commissioners (nearly a year ago). LDAC is purely an advisory group, and does not have decision-making power.

Roger commented that LDAC progress has been glacial (pre-climate-change glacial), and asked if any other Board member would be interested in serving as the alternate. Kathleen advised any potential alternates to attend LDAC meetings before the official start of their term, to give them a chance to catch up. She plans to serve as the main LDAC rep for Canby for the duration of the Big Task Force (18-24 months), at which point the alternate will become the main rep.

Al Matecko is currently in his second term as LDAC Chair, and he has had a positive influence on the group. He ensures that library directors and audience members get to contribute at the meetings, in addition to the official LDAC reps. Denise volunteered to be the next alternate. She will attend the 4/22 meeting along with Kathleen and Roger.

Oregon Public Library Standards Review – Section 3.

Due to time constraints, this is postponed until the next meeting.

Library Staff Report.

Irene shared the monthly budget overview. 75% of the fiscal year has lapsed, and spending is on track.

The Board reviewed a draft chart of LINCC's Strategic Direction. It states the libraries' imperatives, initiatives, and objectives, with measurable goals. However, as Irene pointed out, there's a wide range in the funding levels between different LINCC libraries, which necessarily affects staffing levels and services. The goal of standardizing the patron experience across different libraries is not very realistic.

Irene shared an update on the planned Library of Things (LoT). To recap: LINCC received a grant from the Clackamas County Office of Sustainability and Solid Waste to develop a Library of Things. CPL's share of the grant will be \$2800. A "Library of Things" is a collection of non-traditional items that patrons can check out and take home, such as sewing machines, metal detectors, video cameras, etc. This is still in the planning stages. CPL's funds will be dispersed in July.

Each library is deciding on their own checkout procedure, although some aspects will be standardized (e.g., items are holdable, will check out for 1 week, must be returned to the owning library, etc.). CPL plans to require a minimum age of 18 in order to check out items, and the patron must sign a waiver. Current ideas under consideration include: disc golf set, coding robots, microphone & stand, karaoke machine, bicycle pump, vehicle code reader, auto-leveling laser level & stud sensor, snap circuits, telescope, binoculars, microscope, green screen, weights, projector, bird watching kit, lawn games, bubble machine, blood pressure monitor, wooden puzzles, home planetarium, and a booster seat.

Board members asked whether this new project would be taking a lot of staff time. Irene explained that CPL is planning to keep things as simple as possible—not going to stock items that require cleaning, not going to ask staff to count individual puzzle pieces upon return. We don't anticipate that the items will require much storage space because we expect there to be a constant waitlist.

These grant funds are not renewable. If an item is lost or damaged, the library will not necessarily replace it. The size of our share of the funds is proportionate to our service population. Not all LINCC libraries are participating. Again, individual libraries are crafting their own local procedures, and these LoT items will not be transferred between libraries.

Irene reported that the library is pushing the Summer Reading Program (SRP) as a continuation of the Canby Reads program. Irene and Roger made a formal request to DirectLink for a donation to supplement the SRP program budget. In the past, CPL has awarded kids who complete the SRP with a book and some coupons. However, some other libraries give kids their

book at sign-up, and have other prizes for finishers. Irene asked for \$4000 to fund better prizes for the finishers (lunch bags that the kids can decorate, in addition to the coupons).

The art students at Canby High School are still working on the canvases for the Teen Room. Irene will share those students' names with Meridian.

The Board reviewed a comparison of money spent on library materials per patron, across the LINCC libraries. CPL spends the least, per patron.

Lastly, Irene reported that Hanna is busy planning programs and updating the calendars for May and June.

Friends of the Library Report.

Suzy reported that a recent fundraiser tea at the Willamette Country Club raised \$2000. Joyce Ares is a very persuasive library supporter! That's on top of the amount that the Friends had already pledged to the library for the planned programs and purchases (\$22k) for next year, so maybe these funds can go towards a new project.

Board members' reports, concerns and comments.

Roger spoke about an article he had recently read about Little Free Libraries (LFLs) in rural Eastern Oregon. LFLs are freestanding, enclosed shelves installed in yards or by mailboxes, where people can leave books to borrow, swap, or keep. Sometimes these are also used as a small food bank. LFLs are popular in suburban neighborhoods, but seem especially useful in rural areas that are underserved by libraries.

Carol reported that the Heritage and Landmark Commission will be doing cemetery marker cleaning at Zion Memorial Park Cemetery in May. Everyone is invited to participate. She says the event is more fun than it sounds. In the past, the HLC has also done marker cleaning at Baker Prairie Cemetery and other designated historic cemeteries in the area.

Public Comments.

There were no public comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:29 p.m. The next meeting is scheduled for Tuesday, May 21st at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Irene will analyze the comparative Travel & Training budgets for different City departments.
- Board members should review Section 3 (Materials Standards) of the Oregon Public Library Standards before the May meeting, if they haven't already.
- Denise will reach out to Irene Konev and/or ESL teachers about connecting with the Russian-speaking population.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor