

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES May 21, 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, and Lizzie Figueroa (library staff).

Absent: Shawn Varwig

The meeting was called to order at 5:35 p.m. April minutes were approved with the following amendments:

- Page 3, third paragraph: Adding the word “has” after “Canby Now Podcast...”
- Page 3, sixth paragraph: Changing “...plans to serve as the main LDAC rep for Canby for another year ...” to “...plans to serve as the main LDAC rep for Canby for the duration of the Big Task Force (18-24 months).”

Review of April Action Items.

- a. IRENE’S ANALYSIS OF COMPARATIVE TRAVEL & TRAINING BUDGETS FOR DIFFERENT CITY DEPARTMENTS. Irene reported that, even after calling attention to the stark difference in Travel & Training budgets between City departments, the Budget Committee made no alterations in the proposed budget for FY19/20. She further observed that certain departments went \$20k over budget this year, on top of a more generous Travel & Training budget to begin with. Linda met with Shawn about her concerns related to this discrepancy, but she did not get any real answers.
- b. REVIEW OF OREGON PUBLIC LIBRARY STANDARDS, SECTION 3 (MATERIALS STANDARDS). Board members reviewed the section in anticipation of today’s discussion.
- c. CONTACT WITH MEMBERS OF RUSSIAN-SPEAKING POPULATION AND POSSIBLY ESL TEACHERS. Denise reported that she had met with Irene Konev to discuss the needs of the Russian-speaking population. Across four counties in the Portland Metro Area, there are 150,000 Russian-speakers, and Clackamas County contains 21% of that group. However, Canby’s share of Russian-speakers is only 1.4% of our service population, so

that group does not meet the threshold outlined in the Oregon Public Library Standards for service to non-English-speaking populations (exemplary level). The Library Board agreed the best way to address this might be to add a page to our website highlighting resources for Russian-speakers. Denise also added that the percentage of Spanish-speakers might be lower than we originally believed—only 15.2%. It's possible the 22% figure was based on ethnicity rather than language spoken. Lastly, based on the updated demographic reports she reviewed, Canby has a disproportionately large number of seniors (this is a popular retirement destination).

Oregon Public Library Standards Review – Section 3 (Materials Standards).

The Board members looked at Section 3 of the standards, and highlighted points where Canby Public Library does not meet the essential level (the basic level, below enhanced and exemplary). CPL does not currently meet the following standards:

- *The collection management plan is reviewed at least every three years. (A review is overdue.)*
- *The library provides easy and accessible ways for patrons to give feedback on collections. (Patrons can speak to staff at the service desks or submit a comment online, but there's no comment box or obvious option for anonymous feedback.)*

There was some debate about whether the shared catalog (lincc.org) included reader reviews and predictive results, or just reviews from professional publications. After further investigation, it became clear that the catalog *does* include those features (meeting one of the exemplary level standards).

Final Update on the Library's FY19/20 Budget.

The Budget Committee has made no changes. Although it won't be officially finalized until June, we expect the proposed cuts to be adopted.

District Maps / Library District Advisory Committee (LDAC) Report.

Irene's meeting with Laura Zentner, Greg Williams, Julie Blums, Shawn Varwig, and Kathleen Myron was postponed until 5/29. The May LDAC meeting was canceled. The June meeting will be on 6/24.

Kathleen reported that she asked Greg Williams for meeting minutes that included the past discussion of the service area maps, and he sent her the link for all past meeting minutes. Reviewing the old minutes was enlightening in other respects—back in 2012, Canby Public Library had to close on Sundays and cut other hours temporarily. And there was a relevant

reference to Estacada's library district (specific to their municipality, for the purposes of capital improvement) being based on their school district.

Roger shared several maps of the Canby service area that compared the library's boundary to other criteria. The three maps separately illustrate the Canby School District boundaries, DirectLink's service area, and the Canby Fire District boundaries. The greatest discrepancy is visible in the school district comparison—there's a significant area northeast of Canby (around Carus School) that is part of the school district but not within the library service boundary for Canby. (There are two other, smaller areas to the northwest and southwest that also fall within the school district but outside the library's service area, plus two small areas in the southeast and east that fall within the library's service area but are outside of the school district.)

Irene forwarded this information to Joe Lindsay, City Attorney for Canby. Unfortunately, the Library Board does not have standing to bring a lawsuit to force the county to update the library service boundaries—only City Council can do that. The Board hopes that they will pursue it, as Canby Public Library is struggling to meet basic library standards, and needs all the revenue that it is entitled to.

In terms of the law, Oregon Revised Statute (ORS) 451 gives the county the authority to establish a library district. However, the method of determining the service boundary maps is not defined (as we can see from the minutes of past discussions of how to divvy up the funds previously earmarked for Damascus). ORS 357.251 covers the revision of service area boundaries: "The board shall adjust the boundaries of zones established within a district as necessary to make them as nearly equal in population as is feasible according to the latest federal census. The district board also shall adjust boundaries of zones as necessary to reflect boundary changes of the district." The Canby Public Library Board feels that the strongest argument would be to focus on the comparison to school district boundaries.

The Board will continue to work on an action plan at the June meeting. Linda suggested asking the principal of Carus Elementary School for a letter, confirming that their teachers and students use the Canby Public Library.

Library Staff Report.

Irene shared the updated Library Policy Manual, for Board members' reference. It's available to the public in print at the library's Information Desk, or digitally on the library's website (at <http://www.canbylibrary.org/library-policy-manual.html>). If Board members have any feedback, they should send it to Irene directly.

The Board reviewed the list of planned Library of Things items. This collection (of non-traditional equipment such as games, scientific tools, crafting machines, etc.) is now expected

to launch in September. The funds to start this collection came from a grant from Clackamas County's Office of Sustainability and Solid Waste.

Irene reported that a problem patron (who had been consuming wine at the library and leaving empty containers in various locations over the past year) had finally been spotted on the security cameras and identified. That patron was informed by registered mail that she is banned from Canby Public Library until November 2020. She sent Irene an apologetic email in response.

DirectLink generously agreed to fund additional Summer Reading Program (SRP) prizes. The library is partnering with the school district for SRP this year, as part of Canby Reads. Sign-ups are now online, and library staff will give kids their free book at registration instead of after finishing. The prize for finishers will be a colorable lunch bag and crayon set. Sign-ups start June 1. (The teen version of SRP is structured differently and offers different prizes.)

Friends of the Library Report.

Suzy announced that the Friends of the Library will be hosting an ice cream social on June 20, as an incentive to get kids to sign up for the SRP. They're also getting ready for another patio tour in early August, which was a big hit last year. Suzy's term as FOL treasurer has ended, but since there's no replacement yet, she's still performing those duties. They're trying to recruit more members.

Teen Liaison Report.

Due to lack of time, this report was postponed to the June meeting.

Board members' reports, concerns and comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:44 p.m. The next meeting is scheduled for Tuesday, June 18, at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Irene, Kathleen, Shawn, and Finance Director Julie Blums will participate in the May 29 meeting with county staff.
- At June meeting, develop action plan for legal push to update service area boundaries.

Respectfully submitted,

Lizzie Figueroa, Library Supervisor