

## CANBY PUBLIC LIBRARY BOARD MEETING MINUTES July 16, 2019



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

Present: Linda Warwick, Kathleen Myron, Carol Palmer, Meridian Lattig, Denise Fonseca (board members); Irene Green, and Lizzie Figueroa (library staff).

Absent: Roger Reif, Cameron Jones, Suzy Stutes, Shawn Varwig

The meeting was called to order at 5:32 p.m. June minutes were approved as written.

#### Review of June Action Items.

- a. **TALKING POINTS TO USE WITH COUNTY COMMISSIONERS.** Irene shared talking points that were composed and refined by herself, Kathleen, and Carol. Board members reviewed the talking points and background information. They agreed that the strongest argument would be to emphasize that Canby Public Library has long provided services to the disputed area (including Carus School). The Board discussed the possibility of researching other Canby utilities that support residents of the area.

Irene passed along information from Rick Robinson (outgoing City Administrator) from a recent meeting of the LINCC city managers. The city managers acknowledged that only two-thirds of the cities would need to approve changes to the service area maps (not 100%, as had been previously asserted by some parties). They are encouraging representatives from CPL and Oregon City Public Library (OCPL) to meet and negotiate a new boundary. But there are no meetings scheduled yet, as OCPL needs to research the issue first.

Carol expressed skepticism that County staff could not calculate the potential changes in revenue, since they have records on the number of residents and the property values in the area. She'd like to escalate the Board's request for this information.

The Board examined maps and mapping programs to determine the relative proximity of Carus School to both CPL and OCPL. The school is technically a little closer to Oregon City and OCPL, but it's nearly equidistant. So the Board's strongest approach will be to

stress the services that CPL is already providing to the school and area residents, instead of relying on the physical proximity. The issue is urgent because of our recent drastic cuts (closing Sundays and eliminating a much-needed staff position), and the likelihood of additional cuts next year.

Linda pointed out that this is not a one-time fix—the maps need to be reviewed on a regular basis, since the population (and population distribution) shifts rapidly.

The group agreed to come up with a page of polished talking points for reference in these conversations, as well as a one-page document to be left with the county commissioner. They don't want to get bogged down in too much detail. Perhaps if the handout is on heavy paper with colorful details, the commissioners will give it greater consideration.

- b. **BOARD OF COUNTY COMMISSIONERS' SCHEDULE.** This item was postponed to the August meeting.
- c. **POTENTIAL GRANTS FOR LIBRARY FUNDING.** Suzy was absent, postponed to August. But Irene did report recently learning of a grant opportunity through Clackamas County that the library might qualify for. Irene would like to make some alterations to the Makerspace (add a second door at the far end, add a partition in the center to divide it into two rooms, one of which could be a study area/small group meeting room, and add interior windows into the collection space) so that room next door could be used by WIC (Special Supplemental Nutrition Program for Women, Infants, and Children) for a weekly program. The existing room is extremely long and skinny, and right now, it's unused most of the time. We'd also like to offer workshops presented by Clackamas Community College's Small Business Development Center. Board members advised Irene that she would need to obtain a permit and the services of an architect in order to make those changes. This grant is due August 15. Linda and Denise offered to help.

**Later in the meeting, there was further discussion of potential grant resources:** The Oregon Lottery has to spend a certain amount of its revenue on civic and community programs, although that might already be fully earmarked (it can't hurt to investigate). Irene mentioned that the Ready To Read grant that CPL receives each year is based on our service population, but she's not sure what formula they're using. Carol also reported that the Grand Ronde foundation (Spirit Mountain Community Fund) awards grants to non-tribal groups.

**Irene spoke to Al Matecko about his suggestion to ask other libraries' Friends groups for supplemental funding.** The problem is that CPL doesn't need funds for programming—that's covered by our own Friends group. We need funding for personnel, to support normal library operations and also to conduct community outreach. One possible resource is the Murdock Foundation, which sometimes funds

staff positions—Carol will look into this. Denise suggested the library seek funding for a bookmobile or other outreach to the elderly, especially since that’s a large percentage of the population. Irene agreed, but reminded Board members that the library shouldn’t overlap too much with the Canby Adult Center.

- d. BOARD MEMBERS WILL CONNECT WITH COUNTY COMMISSIONERS BEFORE END OF AUGUST.** Board members will follow up on this at the next meeting.

### **Library Maps Update.**

See discussion of June Action Items.

### **Library District Advisory Committee (LDAC) Report.**

Kathleen reported that the next LDAC meeting is scheduled for July 29, and members are still waiting for the minutes from the last meeting, in April. The Data Subcommittee met last Friday and had a productive meeting. Subcommittee members plan to share a final draft of the Annual Report (library finances, usage, and other statistics) at the general LDAC meeting on the 29<sup>th</sup>. Irene mentioned that an LDAC committee member had voiced concerns over the allocated costs at the recent meeting, even though that issue has been debated at length (and to no purpose) in the past. Irene and Kathleen pledged not to get distracted from the pressing issues by rehashing old complaints about allocated costs. For context, Irene shared a breakdown of the City’s of Canby’s budget by department.

Denise suggested that Board members review the CPL budget for the past 10 years, to get a fuller picture of deepening cuts. Irene encouraged her to focus on the present, since previous arguments that focused on past library budgets fell on deaf ears. Denise’s point is that Irene has not mismanaged the library’s finances—the current shortfall is not due to a single injured staff member. The problem is systemic, but she agreed not to poke the bear.

### **Library Staff Report.**

Irene shared the final budget for last fiscal year. She used it up completely, with 101% spent.

Irene also reported that Summer Reading sign-up numbers are very close to last year’s. Staff had hoped for a higher rate, since it’s an online sign-up process this year, but on the other hand, we had to cut a lot of outreach in the schools, and that clearly had an impact. This Saturday is the last day for kids to sign up and still have time to finish, and the Friends are throwing an ice cream social to celebrate.

The library had its first day at the Famers’ Market last Saturday. Library staff shared a booth with Friends of the Library volunteers, and shared information and giveaways promoting the library. The library will have a booth at the market through the end of the summer.

### **Teen Liaison Report.**

Meridian missed the last Teen Advisory Committee due to a medical situation. Lizzie reported that, since closing on Sundays, the Dungeons & Dragons Club (D&D) is having a difficult time finding a new day and time that works for all the participants.

Irene reported that the Foundation's aviation camp didn't get many signups this year. The program might be a better fit for the school year.

### **Friends of the Library Report.**

Linda reported that the Friends' annual Backyard & Patio Tour is coming up on August 3, the same day as the Junk Refunk Market. Irene said last year's patio tour was wonderful. Tickets are on sale at the library for \$15. Bookstore sales are doing great: May revenues were \$1025, June \$1086.

### **Board members' reports, concerns and comments.**

Carol reported that 2020 will be the 150<sup>th</sup> anniversary of railroad construction through the area, then known as Baker Prairie. It was renamed Canby and officially platted, although the town was not incorporated until 1893. She'd like to plan some kind of historic program, similar to the Women's Heritage Trail from 2018. Carol also mentioned that it's possible to use the Clackamas County CMAP to learn about past donation land claims, which would be interesting to many patrons. She also has a contact who knows how to research the history of individual homes. Irene was enthusiastic about this idea, and suggested she coordinate with Hanna.

Irene reported that the library had over 11k visitors in June. She's still aiming for over 12k cardholders (each October the system purges inactive accounts and our numbers drop back down). And the library has over 1000 followers on Facebook.

### **Public Comments.**

There being no other concerns, reports or questions, the meeting adjourned at 6:35 p.m. The next meeting is scheduled for Tuesday, 8/20, at 5:30 p.m. in the Willow Creek Conference Room.

### **Action Items:**

- Carol will contact Gary Schmidt at Clackamas County to escalate the Board's request for a financial impact estimate of the proposed changes.
- Irene and Denise will research the schedule of the Board of County Commissioners (i.e., when they're out of town, so Library Board members can connect with them).

- Suzy will research potential grants for library funding.
- Board members will connect with County Commissioners before the end of August:
  - Denise – Paul Savas
  - Carol – Sonya Fischer
  - Suzy & Linda – Ken Humberston
  - Kathleen – Martha Schrader
  - Roger & Meridian – Jim Bernard
- Linda and Denise will help Irene write a grant proposal to alter the Makerspace so it can be used for other programs.
- Carol will research grant opportunities through the Murdock Foundation.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor