

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES August 20, 2019



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

Present: Roger Reif, Linda Warwick, Kathleen Myron, Carol Palmer, Denise Fonseca, Suzy Stutes (board members); Irene Green, Lizzie Figueroa (library staff); and Shawn Varwig (City Council Liaison).

Absent: Cameron Jones, Meridian Lattig

The meeting was called to order at 5:30 p.m. July minutes were approved with the following amendment: removing a line carried over from the June Action Items about Roger's recommendation that Carol contact Gary Schmidt.

Meeting with Oregon City.

Irene met with Mo Cole (Oregon City Public Library Director), Joe Lindsey (City Attorney for Canby), Rick Robinson (outgoing City Administrator for Canby), and Tony Konkol (City Manager for Oregon City) earlier today to begin talks about updating the service area boundaries. The OC representatives state that they are willing to work with Canby to resolve this issue, but they want more data first. They have also asked Clackamas County for a financial impact estimate of Canby's proposed changes, also with no success. Irene was emphatic that this resolution needs to take priority over the Library District's Big Task Force, as that could stretch on for years. Nevertheless, there is a process that needs to be followed. The CPL Board will talk to Clackamas County administrators right away to get things moving.

Suzy asked whether Oregon City Public Library (OCPL) would gain any area to make up for the loss to CPL. It looks like the answer is no. OC administrators want to hire a consultant, which could slow things down even further. The CPL Board still believes that the County should be able to make such a financial impact estimate. Shawn pointed out that data would be helpful in order to have clearer context, even if it doesn't result in a budget increase.

Irene shared information packets with Board members. The group debated the usefulness of referring to the original consultants' report from 2009, but concluded that the information was too outdated. Besides, there's no legal obligation for LDAC to follow the consultants'

recommendations. Board members reviewed the letter of support from Trip Goodall, Canby School District Superintendent, and the map of the disputed area. Irene reported that the representatives from Oregon City do acknowledge that the service area boundaries need to be updated.

Review of July Action Items.

- a. **CAROL WILL ESCALATE THE BOARD'S REQUEST FOR A FINANCIAL IMPACT ESTIMATE FROM THE COUNTY.** Carol has been talking to Greg Williams.
- b. **IRENE AND DENISE WILL RESEARCH THE AVAILABILITY OF THE BOARD OF COUNTY COMMISSIONERS.** Irene got Paul Savas's contact information, but his secretary is very difficult to connect with. Carol will give Irene additional contact information.
- c. **SUZY WILL RESEARCH GRANTS FOR LIBRARY FUNDING.** This is postponed to the September meeting.
- d. **CPL BOARD MEMBERS WILL CONTACT BOARD OF COUNTY COMMISSIONERS.**
 - Denise – Paul Savas
 - Carol – Sonya Fischer
 - Suzy & Linda – Ken Humberston
 - Kathleen – Martha Schrader
 - Roger & Meridian – Jim Bernard

County Commissioners have been difficult to get ahold of, apparently. CPL Board members discussed strategies for making contact effectively.

- e. **LINDA, DENISE, AND IRENE WILL WRITE A GRANT PROPOSAL TO ALTER THE LIBRARY'S MAKERSPACE.** Irene submitted a grant proposal for funds to alter the Makerspace, so it can be used by WIC (Special Supplemental Nutrition Program for Women, Infants, and Children) for a twice-weekly program. She asked for \$26,000 to add a second door, a window into the main part of the library, and a folding partition. WIC needs two separate spaces to conduct their drop-in session and individual interviews. Clackamas County Health, Housing, and Human Services submitted a letter of recommendation on the library's behalf.
- f. **CAROL WILL RESEARCH GRANT OPPORTUNITIES THROUGH THE MURDOCK FOUNDATION.** Carol reported that the Murdock Foundation *does* fund salary and operational expenses, which is unusual. However, they rarely fund existing positions; they prefer to support the creation of new positions. Irene might consider changing the scope of the former Bilingual Services Librarian job, to focus more on outreach and being a liaison to community organizations.

Carol also reported that the Meyer Memorial Trust does amazing things, but they mostly focus on equity issues. She'll research their deadlines. Unfortunately, neither source would provide funding on an ongoing basis.

Talking Points for the BCC Meeting.

The CPL Board members approved Irene's drafted talking points.

WIC Grant.

Irene and Rick are drafting a contract for WIC's use of the room on a recurring basis. WIC will use the room starting October 1, and use the Lilac Study Room until the Makerspace has been renovated. Irene should hear about the grant decision by the end of October.

Census Training Dates.

The Board discussed possible dates for a group training on the 2020 Census. The week of the 9th or the 16th would work. Irene will figure out a date.

Library District Advisory Committee (LDAC) Report.

Denise reported that many of the LDAC participants aren't good at compromising. Only two cities have designated representatives for the Big Task Force so far, months into the process. Audience members are allowed to speak with no time limits, which can extend the meeting length by a lot.

Library Staff Report.

Irene shared the monthly budget report. 8% of the fiscal year has elapsed, and spending is on target so far. The library has had some turnover recently—two pages and an on-call library assistant (who had been providing half our teen programming) got full-time jobs elsewhere, and a couple more staff members have indicated they might be leaving soon (but have not formally given notice yet). It's unfortunate, but understandable. Staff see less job security with the recent budget cuts.

Irene reported that the Teen Room is being heavily used. Patrons are using it as a drop-in space, which was what we wanted from the beginning.

The Library of Things is underway! Library of Things (LoT) refers to a special collection of non-traditional items that patrons can borrow for personal use. Irene invited Board members to stop by her office and view the items as they're being cataloged and processed. Shawn suggested she bring a few items to the City Council meeting tomorrow. The library is also planning a sneak preview event, where patrons can view the items before they're available for checkout.

The Summer Reading Program (SRP) had over 800 participants. The children's program is done, but the teen program goes through the end of August. Shawn commented that the school district did a good job of publicizing the program to families. And Irene shared the feedback that participants would appreciate intermittent prizes, during the course of the summer.

The library has a new volunteer dog for a Read to the Dog program. Her name is Tyler, and her owner is Laura, and they'll be at the library on Thursdays starting 9/19.

Goodwill Industries had to cancel the library's ESL classes because they lost an instructor. This was disappointing to library staff and patrons, as there is consistent demand for English classes.

Katherine and Marisa will be offering computers classes soon. We've had a lot of requests, but were waiting on the Chromebooks. Now they're fully set up, and patrons have started checking them out. We hope to repeat the series of classes multiple times throughout the year.

This Friday, Irene will participate in Canby's Big Night Out (along with Peggy and Karen). It's a dance party in the street, featuring City staff, local business owners, and residents. Shawn will also be participating.

Irene reported that a patron was recently excluded from the library for two months for altering a library computer desktop to display a threatening image. Another patron (formerly a rule breaker) has been back recently, and seems to be doing much better post-rehab. A woman got upset at the library program supporting LGBTQ youth, and asked if she could put on a program in the Willamette Room with religious movies. Irene explained that she could, but she would need to secure her own movie license for the event. The library's meeting room policy was updated to prohibit fundraising (Oregon City Public Library recently had an incident with a fundraiser for a fascist group).

The new City Administrator will start on 10/7. Shawn commented that he feels positive about the hiring decision. Kathleen suggested the Board invite him to attend a meeting—Shawn will pass along the invitation.

Irene shared an offer from the *Canby Herald*, which is moving to smaller quarters very soon. They asked if the library would be willing to take custody of their print archives (back to 1937). According to the newspaper staff member Irene spoke to, they're too fragile for public use. Unfortunately, CPL doesn't have the space, equipment, or expertise to house and preserve these materials, nor does it really come under the library's mission. It would be very sad for materials of local significance to be lost, though. Carol will talk to the Wilsonville Library about housing the archive there, as they have more space and are already established as a regional repository for historical and genealogical resources. The only other option is the *Herald's* Lake Road headquarters in Portland, which is much further away and wouldn't be accessible to the public at all. The best plan would be to get the papers scanned for digitization (through the University of Oregon's Historic Oregon Newspapers project), which Irene has suggested to the

owner on multiple occasions, but the owner of Pamplin Media hasn't agreed. The Canby Historical Society has no capacity to store additional archival materials.

Teen Liaison Report.

Meridian was absent—no report.

Friends of the Library Report.

The recent patio tour had a small turnout, probably due to scheduling it the same day as the Junk Refunk Market (a very popular event). Next year they'll pick a different weekend. There will soon be 3 openings on the Friends Board, and they need hard workers (referrals are welcome). The next large event is the Christmas Tour of Homes, and the homes are already lined up.

Board members' reports, concerns and comments.

No additional comments were made.

Public Comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:30 p.m. The next meeting is scheduled for Tuesday, 9/17, at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Board members should share the results of their conversations with County Commissioners.
- Irene will schedule a training for the 2020 Census.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor