



CANBY PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES May 18, 2021

Present: Suzy Stutes (chair); Linda Warwick, Kathleen Myron, Denise Fonseca, Judi Jarosh, Jessica Hines (Board members); Danny Smith, Marisa Soltz (library staff); Joe Lindsay (City Attorney); Barb Vandepas (guest).

Absent: Meridian Lattig, Christopher Bangs

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

Review of March Action Items.

- a. **Councilor Bangs will convey the Board's message to City Council.** Councilor Bangs was not at the meeting for an update.
- b. **Danny will consult Melissa Bisset about updating the bylaws to grant the student Board member a full vote.** Danny said this is a Council decision and Christopher Bangs was the person to take this action item to the board. However, Linda did say that there are generally 7 board members, so if the student member gets a vote, the board needs to have one less or one more member.

Public Comment.

Barb Vandepas wanted to discuss Book Page and the City Administrator and Library Director's decision to unsubscribe to it. Ms. Vandepas offered statistics from the Trevor Project, including statistics for suicide and LGBTQA suicide. Ms. Vandepas asked why the publication has been banned while being offensive to a few. She suggested that it be reinstated and offered only when patrons ask for it. She will be speaking at the City Council meeting tomorrow evening on the same subject.

Denise said she feels the same way and that the board is behind bringing Book Page back. She is a part of the Suicide Prevention Task Force and agrees with those statistics. Kathleen said she appreciates Ms. Vandepas' comment and the courage it takes to be different in society. Suzy said that this will be readdressed in the future and ask that is brought back by the Friends of the Library who fund it.

Purpose of the Board

Suzy read the purpose and structure of the board from the board's policy manual. She discussed the makeup of the board and the duties. As a board for the library, the board is independent from the city and acts as a support to the library.

Rules of Order & Meeting Procedures – Joe Lindsay, City Attorney.

The City Council looks to the library board to bring forth issues and to be the voice for the library. The *Robert's Rules of Order* cheat sheet goes over the structure of a public meeting and other helpful notes. Mr. Lindsay said that he is a resource for the library board and has been sitting in these meetings for nine years.

Public comments don't have to be heard at public meetings. This is a surprise to many. Public comments should be equal, as in equal time given to each comment. The City Council gives each commenter three minutes for their comment, and they invested in a large clock so everyone could keep track. Public comments should not be public discussions and should not be action items.

Mr. Lindsay said that the mayor sets the City Council meeting agenda. Danny asks library board members for agenda items. The sooner these agenda items are sent to Danny to be put on the agenda, the better, that way those items can be acted upon.

For action items, notice and specificity are important. "Miscellaneous items" is not specific enough. "Announcements" can be a new added category to share what's going on or what's on someone's mind. Danny said he will put "announcements" on the next agenda.

Before minutes can be approved, we need both motions and a vote. When you make a motion, you have the floor. If there is no second motion, the motion dies. If you have a motion, there needs to be a moment for a discussion if needed. Mr. Lindsay said his email is lindsayj@canbyoregon.gov if board members have any questions about anything discussed.

Ms. Jarosh commented that not all board meetings follow this format and that city staff should reach out to those boards if that is how the city wants the boards to run. Typically some of the boards are small and they opt for efficiency and user friendliness rather than following parliamentary procedures and formalities. Mr. Lindsay said the boards can decide how much formality there is in their meetings.

Kathleen has been on the board since 2015, served as chair and vice chair, and she wants there to be equal standards for everyone. Information should be sent closer to the meeting and responses should be sent in a timely manner as well. Kathleen said she was silenced in the last meeting due to technical glitches. Kathleen said she wanted the meeting minutes earlier than she got them since she missed a lot of the meeting. Danny said he has been following the previous director's timeline for when agendas and meeting minutes go out. He asks for agenda items two weeks out and then sends the agenda one week out. After the meeting takes place, the secretary sends the meeting minutes to the chair and library director. Those minutes then get sent out to the rest of the board within one week from the next meeting.

Linda said she is more concerned with consensus than structure and that it has been hard to form a relationship with the director and board members when meetings are over Zoom. Denise said Zoom meetings are making it hard for board members to comfortably talk or bring

something up. She wants more meetings and the meetings to be in person so more can be done for the public each year.

Council Liaison Report.

Christopher Bangs was not present for this report.

Library Staff Report.

Postponed.

Teen Liaison Report.

Meridian Lattig was not present for this report.

Director's Bi-Monthly Report.

Danny sent this to the board ahead of time. There have been no changes to library services recently, and the library is waiting for more guidance as to when and how we re-open. We have not been able to re-open since closing our doors at the end of April yet, but we will be able to re-open once we get more guidance from the governor and OHA.

Friends of the Library Report.

Carts of books are in the curbside pick-up room now and they are for sale. The Friends made \$400 last month. Retro Revival has continued selling books for the Friends, making a couple hundred dollars per month. More fundraising is on the horizon as COVID has made this year of fundraising very difficult.

Board members' reports, concerns and comments.

Suzy made a motion for the board meetings to go back to being once a month. Kathleen seconded the motion. Linda said that we need to give Danny a chance to settle in before we have more meetings. The purpose of the board is to advise and Danny should make that call as the library director, although Linda does also want the meetings to take place every month.

Danny said library boards are rich and helpful groups as they represent the communities they serve and bring that voice to the elected officials. The municipal code says these meetings and the library board are advisory to the City Council not the library director or the library. Advisory boards do not have authority, they give advice and recommendations to Council. When Carol Palmer was the chair of the library board, meetings went from once a month to once every other month because of COVID and not being able to do what would normally be done. Denise wants the meetings to move back to being once per month and in-person. Kathleen also agreed with Denise. Suzy asked Danny to meet Tuesday, June 15th in-person, but he said city offices are

still closed so he will ask the city administrator. There was a consensus to meet once per month and in-person if possible.

Linda asked about the board vacancies and Danny said there have been no applicants so far. Christopher Bangs is working on recruiting for the teen liaison position, although we have no update on his progress so far. At the next meeting the board will need to nominate a chair and a vice chair. The municipal code has the guiding language as to the chair and vice chair's responsibilities.

There being no other concerns, reports or questions, the meeting adjourned at 6:52 p.m. The next meeting is scheduled for Tuesday, June 15, at 5:30 p.m. in-person (if clearance from the City) or Zoom (if not in-person).

Action Items:

- Library board meeting minutes will be sent out earlier than one week prior to the next meeting so board members can read them and prepare any questions or comments. Marisa or Lizzie will send the meeting minutes to the chair who will then send them to the board as soon as they have been reviewed and approved by the chair.
- At the next meeting the board will nominate a new chair and vice chair. The municipal code has the guiding language as to the chair and vice chair's responsibilities.
- Suzy will contact Christopher Bangs regarding expanding the number of voting members of the board by increasing the Board by one member.

Respectfully submitted,

Marisa Soltz

Reference Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON JUNE 15, 2021.

