



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

June 15, 2021

Present: Suzy Stutes (chair); Linda Warwick, Kathleen Myron, Denise Fonseca, Judi Jarosh, Jessica Hines, (board members); Danny Smith, Lizzie Figueroa (library staff); and Chris Bangs (City Council Liaison).

Absent: No one.

The meeting was called to order at 5:35 p.m.

May minutes were approved as written.

Public Comments

There were no public comments.

Information Reports

Council Liaison Report.

Councilor Bangs apologized for missing the May meeting—this was unintentional, due to technical difficulties. He thanked Danny for his help with the Council meeting report. Unfortunately, Councilor Bangs will miss tomorrow's Council meeting, as well. Since he last met with the Library Board, the Budget Committee approved the proposed budget.

At tomorrow's Council meeting, Council is expected to approve a request to borrow \$500,000 from the cemetery fund (to cover the library's operating costs until the library district funds are disbursed in December). This is an annual arrangement, and the amount of the loan is stable from year to year. Councilor Bangs expressed some concern about interest payments on the loan.

Council has passed a variety of other ordinances lately, not library-related. Suzy asked about the 7% increase in next year's budget, and Councilor Bangs explained that that is partly inflationary, and partly to cover the library's lost fine revenue. Most other City departments are getting similar (or larger) increases. Danny mentioned that the library's materials and services have not significantly changed, but that personnel costs went up.

Teen Liaison Report.

Meridian has graduated from high school, and her term on the Board has therefore expired. Councilor Bangs reported that another student recently applied for the position, so the chair should expect to review that application and interview the applicant sometime soon. He

understands that it is still a non-voting position, and he acknowledges concerns about split votes. Nevertheless, he will continue to push for it to become a voting position, and he hopes the same will happen with the student position on the Heritage and Landmark Commission (HLC) at the same time.

Judi is the current chair of the HLC, and their next meeting is scheduled for July 12. She might consult with Joe Lindsay (City Attorney and Assistant City Administrator) about next steps in the process.

Library Director Bi-monthly Report.

The next bi-monthly report is due in July. Danny informed the Board that the library is planning to reopen on Monday, June 21. The new hours (10-6 Monday-Thursday, 10-4 Friday-Saturday, closed Sunday) will be almost what they were pre-COVID. Library staff are planning to offer about 90% of normal services, and hope to restore in-person programs and study room use in the fall.

As Councilor Bangs mentioned earlier, the proposed budget was approved and is expected to be adopted. At an earlier meeting of the Budget Committee, Councilor Spoon asked about the annual cemetery loan, and several committee members seemed interested in finding a way to end this practice of juggling funds each year. (The recording of the meeting is available at <https://www.youtube.com/watch?v=sBPd-XljtjU&t=3761s>, and the library-related discussion begins at 2:06:30.)

Danny reported that a Canby School District employee recently contacted him to offer a large painting that had previously been on display at one of the local schools. It's by local artist Hector Hernandez, and may be the Canby-specific piece entitled "Cultivating Diversity." The library happens to have an empty space where the painting could fit, but the City doesn't seem to have any policy on public art. He'd like some clear guidelines, and is hoping the City will consider drafting such a policy. Danny will share examples of art policies from nearby cities with the Board. The Board agreed that a committee or subcommittee should compose a policy for the City.

Friends of the Library Report.

Suzy and Linda reported that the Friends will be holding monthly sales this summer (including one this Friday) in the plaza. The Friends recently purchased a couple of sturdy book carts for their sale materials. Lizzie spoke to Lois about rearranging the library entryway to create a clean, welcoming flow. Linda reported that materials donations are strong—it seems like everyone in Canby cleared out their shelves during the pandemic!

Pre-COVID, monthly revenue averaged \$1000. Recently it has been closer to \$200-400. Fortunately, the Willamette Valley Country Club is planning to host a fundraiser on behalf of the

Friends of the Library soon. As library programs return, the Friends will see how much they can fund.

Discussion Items

Budget Process & Participation.

Danny met with Scott Archer (City Administrator) and Julie Blums (Finance Director) recently and learned that advisory boards are not granted access to the draft budget until it has been released to City Council. At that point, it's posted publicly on the City website. City Council is planning to read it for adoption on June 16, so the period for feedback has passed. But for future reference, that's the timeline for public input.

Annual Report to City Council.

Kathleen explained that in past years, the Board has made a presentation to City Council about some of the annual statistics, programs, and other updates of interest. This presentation is not a requirement, but serves as a kind of PR tool, highlighting the library's work and value to the community. It also helps to attract future Board applicants, and the presentation can be shared with local service organizations as well. Board members agreed that the presentation still has merit, but that a better time for it might be in the fall, when the annual statistical report has been completed. Judi will work with Melissa to figure out the best time of year for this.

2020 Census Figures.

Kathleen was hoping to have access to the 2020 Census data by now—it's usually released in May. The data is very useful, and in the past has helped the library decide how to divvy up the budget in terms of materials and personnel. The numbers may have been delayed this year. More information can be found at <https://www.census.gov/programs-surveys/decennial-census/decade/2020/2020-census-main.html> .

The Board also reviewed the library's annual statistical report, which Danny completed in his first month on the job last fall. Denise asked about the population served (approx. 25,000 people)—this number reflects the city population as well as Canby's assigned portion of the unincorporated population. There was some confusion about the number of weeks closed; Danny will review that calculation. Historical data is available on the State website at <https://www.oregon.gov/library/libraries/Pages/Statistics.aspx> .

Action Items

Nomination of Chair & Vice Chair.

Kathleen accepted the nomination for chair, and Suzy accepted the nomination for vice chair. Both votes were unanimous. Those roles will take effect starting at the July meeting.

This is Linda's last Board meeting, as she has served the maximum of eight years (two terms). The other Board members thanked her for her service and expressed their warm appreciation. There will now be two vacancies to fill, plus the student position. The new chair will interview applicants soon.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:37 p.m. The next meeting is scheduled for Tuesday, July 20, at 5:30 p.m. in the Willow Creek Conference Room or via Zoom.

Action items for next meeting:

- Judi will research options for granting a vote to the student Board member.
- Judi will consult Melissa Bisset about the best time for a Library Board presentation to City Council.
- Kathleen (as the incoming chair) will interview Board applicants.
- Danny will share sample art policies from peer cities.

Respectfully submitted,

Lizzie Figueroa

Circulation Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON JULY 20, 2021.