



CANBY PUBLIC LIBRARY
ADVISORY BOARD MEETING MINUTES
March 15, 2022

Present: Kathleen Myron (chair); Suzy Stutes, Denise Fonseca, Jessica Hines, Lois Brooks, Rick Maier, Luke Viter (board members); Danny Smith (library staff), Chris Bangs (City Council Liaison).

Absent: N/A

The meeting was called to order at 5:28 p.m.

February minutes were approved as written.

Public Comments

No Public present

Information Reports

Council Liaison Report.

School board meeting and city council meeting since last library board meeting. City council had a goal setting meeting coming up. The last council meeting had a large argument over the planning commission applicants.

Councilor Bangs has an idea to replace the liaison role with the chair of the library board to come to 1 monthly City Council meeting and report out. This would reduce the liaison visits to 1x per year. This is an idea from a few other city council members. Councilor Bangs is offering this up for future agenda discussion at the next meeting.

- Denise commented: that a member of City Council have a good idea what each board is doing by attending the monthly meetings rather than the board chair be restricted to a small amount of time at each City Council Meeting.
- Intent Clarification for the proposed change: The board chair purpose at the City Council would be to present to the City Council regarding Library Board.
- Lois requested information be brought to next meeting regarding the term the liaison spends with the board.

Chair Report

Kathleen requested updated board contact information. This would be confidential information for the board only. Kathleen is going to contact Maya to find out what the remaining term of each member is. Rick and Kathleen reviewed and met to

discuss the Canby Municipal Code and Oregon State Statutes pertaining to the boards of Oregon Public Libraries.

Library District Advisory Committee (LDAC) Report

Denise: Last update Denise has: A letter from the Library Directors stating that they are working to update their strategic direction. Each library is working to create a vision. The next LDAC meeting has been moved to possibly May. Nothing is confirmed yet.

The various Directors feel there is a lack of direction at the LDAC meetings. What has been proposed is a couple months' break from the Directors Meetings, then regroup; come back with priorities for each library coming out of the pandemic.

The plan is to also get the City Administration and the Library Board together to work on the city unincorporated area lines that are not correct. This topic is not off the table, just needs to be planned out and strategized.

Library Director Bi-monthly Jan/Feb 2022

Danny: The Library is below threshold with hours for the IGA. Returning to threshold and increasing hours from 44 to 50 hours on April 4th. Adding times on weekend days in the evening and an additional hour during weekday mornings. The Library will meet our threshold for the IGA and have more hours for the public. New Hours:

- Fri-Sat 10-5
- Mon-Thur-9-6

Danny will get us a copy of the LDAC Annual Progress report in the next couple months (May). Canby Public Library is now caught up with these reports.

Teen Liaison Report

Luke: Having the library card drive. There have been minor setbacks with advertising. Planning to run the drive a couple extra weeks. Friends of Library has funded some \$50 Dutch Brothers gift cards. [Amended to \$20 by Luke at April meeting and approved.]

Friends of the Library Report

Lois submitted a written report. Friends meeting is the 4th week of the month. Lois will get a report after the next meeting.

Discussion Items

Draft of non-collection materials policy. Denise made an amendment request: to remove from the first paragraph of the new Section 19.3, the entire sentence beginning "The Library also reserves the right to remove or dispose..." and instead to place this entire sentence in the paragraph following the list of organizations. The sentence becomes the second sentence in that paragraph, reading as follows in entirety:

The library also reserves the right to remove and dispose of any items not approved in advance or not meeting Library criteria as stated in section 19.2 above.

Jessica to revise the draft policy for the Board and email a copy to Danny to begin process of finalizing.

Lois made the motion to approve the amendments, Suzy seconded. Unanimous board approval.

- Councilor Bangs recommended an additional phrase, adding “of qualifying non-collection materials” to the sentence preceding the list of organizations. That sentence then reads as follows:
- “Some examples of qualifying non-collection materials include, but are not limited to the following organizations:”
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The board unanimously approved the addition. Jessica to revise the draft policy for the Board and email a copy to Danny to begin process of finalizing.

- City Municipal Code (CMC) Review: ORS 357.400-621 on Public Libraries
Kathleen compared to see where the City code and the Oregon State Statutes align. Chapter 2.20: Public Library in Section 2.20.010 establishes the Canby Public Library “...for the purpose of maintaining a free public library in accordance with ORS 357.400-621.” The sections were discussed noting where the wording is in agreement and where it differs.
 - Kathleen requested a public work session with the City and the board to look at the State laws and City code and define what the City actually wants the Library Board to be responsible for.
 - Danny recommends we talk to the City Administrator before moving forward posting a work session of any kind.
 - Board needs to look at CMC 2.20 sections pertaining to the board, then list what we are able to take on considering the number of members and where we are limited.

Some areas of difference:

Removed the word “Consecutive” from CMC Section 2.20.040 Term of office; vacancies “Consecutive” from our City Municipal Code Ord. No. 1541 approved 12-05-2020. The requirement for including the word “consecutive” in the CMC comes from the State statutes. Danny will talk to the City Attorney about this.

ORS 357.470: Board organization name of the library: The librarian shall serve as secretary of the board and keep the record of its actions.

Kathleen would like to find out which law takes precedence. The City code does not match the above state law.

Need to update the number of board members that equate to a quorum. Current code is 3. It should be 5 (1 member over half of the board).

- ORS 357.490: Vastly differs from Canby Municipal Code with responsibilities of the Board and of the City. CMC 2.20.060 lists 12 powers and duties specifying that “the duties of the Library Board shall include [those 12 listed: A-K]”.
 - Note of clarification for the board members: records are kept on the Library website.
 - ORS 357.520 Annual report covers an annual report by the public library to the State Library and to the governing body on a form supplied by the State Library.
 - Note: The Canby Public Library Director does this on behalf of the board.
- Danny clarifies in his experience that these codes are guidelines and what we have the power to do. In his opinion, the standards the board should be reviewing are the [Oregon Administrative Rules] OAR standard for public libraries.

Action Items

- Board members to meet and review State law and City Municipal Code. Library Board General Powers ORS 357.490; CMC 2.20.060 Powers and duties.
- Danny to talk with City Administrator about the board’s March 15-approved proposed amendment to Section 19 of the Canby Public Library Policy Manual to expand section to include non-collection materials (19.3).
- Danny to talk to City Administrator about public work session to discuss the codes.
- Danny to talk with City Attorney about questions where CMC differs from ORS and question about complying with ORS.
- Council Liaison Chris Bangs discussion item: Council proposal for monthly board chair reports to Council; Council Liaison to meet once a year with board.
- Board members to provide their contact information to the chair for board confidential use.
- Kathleen to find out from Maya the expiration dates for board members’ terms.
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Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:46 p.m.

Next Meeting

The next meeting is scheduled for Tuesday, April 19, 2022, at 5:30 p.m. in the City Council Chambers.

Respectfully submitted,

Jessica Hines, Secretary

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON APRIL 19, 2022.