



## CANBY PUBLIC LIBRARY

### ADVISORY BOARD MEETING MINUTES

**November 15, 2022**

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

The meeting was called to order at 5:30 p.m.

Meeting minutes from the October meeting were approved with two changes, note about quorum removed from draft and November dates corrected.

#### **Public Comments**

There was no public comment.

#### **Information Reports**

**Council Liaison Report.** Councilor Bangs shared the election results regarding new and outgoing City Council members. He provided an update about the dog park project.

**Chair Report.** Written report sent to board in meeting packet.

**Library District Advisory Committee (LDAC) Report.** Denise reported that LDAC met on Monday November 14<sup>th</sup>. Due to a time conflict, Denise was unable to attend. Danny shared that there was a long discussion about three motions that the Sandy/Hoodland LDAC representative motioned for. The motions were regarding allocated costs, capital projects, and debt services and if these are allowable under the master agreement/ballot measure/IGA. The motion was tabled for review at the next meeting, tentatively scheduled for January 23<sup>rd</sup> 2023. The Director's presented the draft strategic vision and plan for LINCC and LDAC was very happy and supportive of the new direction.

**Library Director Bi-monthly Report.** Written report sent to board in meeting packet.

**Teen Liaison Report.** Luke shared that social media has become much more prominent as of late. He would like to see how the schools and the library can collaborate with the library and student base using social media. Danny encouraged Luke and shared that the new Youth Librarian Phillip Yocham

**Friends of the Library Report.** Lois shared that the Tour of Lights will be starting December 1 and going through December 27. The Friends received a check for \$3000.00 from the WVCC fundraiser event.

## Discussion Items

**Library Advisory Board Member Contact List:** the board reviewed the final draft of the updated contact list. This list is held securely by the City for official use only and is not published.

**Library Advisory Board Annual Report to City Council:** Chair Stutes and Vice Chair Brooks shared the presentation for City Council to the board. A few points were clarified and updated for the final presentation.

## Action Items

- Danny confirmed that the City Recorder placed the Library Advisory Board on the November 16<sup>th</sup> agenda for the sharing of the annual LAB report.
- Danny asked the City Attorney what represents a quorum now with the increase in voting members.
  - Per City Attorney Lindsay, Under our code CMC 2.20.030, the library board shall consist of 8 voting members. The “shall” means this is mandatory. Therefore the library board is not allowed to have less or more than that many members without a code change. A simple majority of 8 members is 5. That is a quorum for this board. This is further reiterated in CMC 2.20.050 where it plainly states: “Five members of the Board shall comprise a quorum.” This means that the library board cannot have a public meeting without at least five members in attendance. This is true whether you lose board members or not. If folks resign or serve their full terms, you should look to replace those vacancies as soon as possible.

## Announcements

None

**Adjournment:** 6:27 p.m.

Respectfully submitted,

Danny Smith

Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON:  
01/17/2023