



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

January 17, 2023

Present: Suzy Stutes (chair); Lois Brooks, Denise Fonseca, Jessica Hines, Rick Maier, Kathleen Myron, Aimee Noss, Luke Viter, Jessica Hines (board members); Danny Smith (library staff); Amber Quinn (library staff); Marisa Ely (library staff); Christopher Rumbaugh (library staff); and Chris Bangs (City Council Liaison). The meeting was called to order at 5:31 p.m.

Meeting minutes from the November meeting were approved with 1 change, note about spelling correction for WVCC. Motion by Lois Brooks, Second by Denise Fonseca. All in favor.

Public Comments

- Gayle Elizabeth – sent written comment prior to meeting
- Kathy Mulligan – sent written comment prior to meeting and attended/spoke in-person

Information Reports

Council Liaison Report. Councilor Bangs shared that he was reappointed to the Library Advisory Board at the previous City Council meeting and will continue as Council liaison.

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

Library District Advisory Committee (LDAC) Report. Denise reported that LDAC will meet on Monday January 23, 2023. Clackamas County Red Soils Campus Development Services Building, Room 119.

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

Teen Liaison Report. Luke shared that he is continuing to explore ideas for increased awareness of library services at the high school. Specifically, he's considering options like a scavenger hunt or competition to help connect students with the library. Staff shared that the county is looking at adding student cards for the entire district. This would be an automated process that is still being explored, however, may help connect more students with the local public libraries across Clackamas County.

Friends of the Library Report. Written report sent to the board in meeting packet.

Discussion Items

Collection Maintenance:

- City staff gave an overview of Collection Development & Maintenance with an emphasis on how items are deselected from the library. Staff provided the board with a handout regarding specifics of staff workflows and how the process works. Staff explained that our emphasis is on a data-driven, best practices work model that is based on recommendations from the American Library Association. Additionally, Canby utilizes the skills and expertise from multiple Librarians on staff who have advanced degrees in Library and Information Science.
- Board members asked several clarifying questions and received answers from staff.

Action Items:

- Danny and Denise will meet to review the past community survey and results.
- Danny will send Kathleen the URL for the State Library of Texas CREW manual. Kathleen will report back to the board.
- Danny and Jessica will meet to review the annual budget process.
- Danny will work with staff to create a high-level overview of CPL's K-12 outreach plan and this will be shared with the board at a future meeting to-be-determined.
- Danny will prepare a "Meet the Library Staff" option for LAB members in March
- Danny to provide date and time of Chamber Event at Library.

Announcements

None

Adjournment: 6:38 p.m. Motion by Lois Brooks, Second by Denise Fonseca. All in favor.

Respectfully submitted,

Danny Smith

Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON:
02/21/2023