



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

April 18, 2023

Present: Aimee Noss, Luke Vitter, Lois Brooks, Denise Fonseca, Rick Maier, Kathleen Myron, (board members); Danny Smith (library staff); and Chris Bangs (City Council Liaison).

Absent: Suzy Stutes (chair)

The meeting was called to order at 5:31 p.m. by Lois Brooks, Vice Chair.

Danny explained that Kathleen's proposed amendments to the February meeting minutes need to be revised. February meeting minutes were tabled until the May meeting for further review from the City recorder. Motion to table made by Denise Fonseca, Seconded by Rick Maier. Aimee, Denise, Kathleen, and Rick in favor. Lois and Luke abstained.

Public Comments

None

Information Reports

Council Liaison Report. Councilor Bangs shared that the City Council has not met in some time. There is an active investigation involving the City Council from the Oregon Government Ethics Commission. The City Administrator has resigned. There was a clarifying question about who is the School District Liaison. Councilor Bangs confirmed that Councilor Padden now fills that role.

Chair Report. Sent via email prior to the meeting. Board member recruitment is underway, Suzy and Lois working with the City Recorder. Applications are available on the City website for anyone interested.

Library District Advisory Committee (LDAC) Report. The LDAC group is investigating the group's purpose and role moving forward. The next meeting will be May 15th 2023 at 7:00 p.m. The location of the meeting is Clackamas County Red Soils Campus, Development Services Building, Room 119. Lois & Aimee expressed interest in attending the May meeting with Denise.

Library Director Bi-monthly Report. No update for this reporting period.

Teen Liaison Report. Luke shared some insight into the current book challenge at the Canby School District. He's looking forward to working with Phillip and other teens this year to assist with the Summer Reading program.

Friends of the Library Report. The Friends celebrated Black History Month in February and Women's History Month in March with corresponding book sales.

Discussion Items

Budget Update & Master Fee Schedule

- Danny gave a brief overview of the current fiscal year budget and indicated that the proposed (FY 23-24) budget for the library will largely be the same. Minor changes will be made based on actuals from the current fiscal year, however, no major changes are proposed.
- Danny gave a presentation about the County's financial study regarding standardization of overdue fines at all Clackamas County member libraries. To create a standardized overdue fine structure (right now, each library charges different amounts), create fewer barriers for library users, improve customer service, and to streamline the overdue collection process, staff recommends the adoption of a \$0.10/day/item overdue fine with a maximum accrual of \$1.00/item. Currently, overdue fines are \$0.25/day/item with a maximum accrual of \$3.00. If implemented, the project's impact to Canby would be a projected reduction of approximately \$5,807.00 in overdue fine revenue per fiscal year.
 - Denise made a motion to recommend adoption of the proposed fee schedule change of \$0.10/day/item overdue fine with a maximum accrual of \$3.00. Kathleen seconded the motion. All voted in favor, including Chair Stutes who sent her vote with Vice Chair Brooks.

Action Items:

- NA

Announcements

- Board member Maier will be out at the next meeting, recommended that the review of public library standards take place at the June meeting due to his absence, and asked about the City's position regarding the Canby School District book challenge and any overlap with the City library.
- Monday May 1st, 2023 Danny & Phillip will be giving a brief presentation at the Kiwanis Luncheon.
- Next meeting will be May 16, 2023 5:30 p.m. City Council Chambers

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:
05/16/2023