



CANBY PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES (DRAFT)

August 15th, 2023

Present: Lois Brooks, Aimee Noss (LDAC Representative), Kristi Smith, Jennifer Kraxberger, Rick Maier, Luke Viter, and Linda Warwick (board members), Chris Bangs (City Council Liaison), Amber Quinn (library staff).

Late: Aimee Noss (10 minutes late with approval)

Absent: Danny Smith (library staff)

The meeting was called to order at 5:40 p.m. by Lois Brooks, Chair.

The July meeting minutes were approved. Motion made by Lois, Second by Linda, In Favor: Lois, Aimee, Kristi, Jennifer, Rick, Chris, Luke, and Linda Opposed: None Abstention: None

Public Comments NA

Information Reports NA

Council Liaison Report

Councilor Bangs was asked to explain his role on LAB as the City Council Liaison. He reports what is happening with LAB to City Council and reports what is happening with City Council to LAB.

The City Council approved operating funds for the Library in June.

A consulting firm has been retained to hire a new permanent City Administrator and City Attorney.

A new HR Director, Kevin Aguilar, has been hired.

There are 2 temporary staff working in IT.

5 candidates are being interviewed to replace Shawn Varwig.

There are problems with employee relations in the City and a consultant has been hired to investigate

Chair/Vice Chair Report NA

Library District Advisory Committee (LDAC) Report NA

Library Director Bi-monthly Report NA

Teen Liaison Report

Luke spoke about his role with LAB. He helps bridge the gap between what happens at the library and the high school. He works to promote events and has been working with Phillip, the Children's Librarian, on outreach. Luke will be graduating at the end of this year and a replacement teen liaison will be needed. Search should begin mid-way through this year. Application process that goes through the school librarian.

Friends of the Library Report. NA

Discussion Items:

- Board discussed desire that library extend hours back to pre-COVID hours (evenings and Sundays). Agreement that a proposal should be initiated to City Council. The hours, as they are, are not servicing the community.
- Discussion about process to handle money donations and how to honor/memorialize donors. Part of the charge of LAB is a Donation Policy.
- LAB asked Amber to talk about what measures the library takes regarding outreach to the community. Amber listed all the ways the library conducts outreach as well as thinking about other possible outreach activities/opportunities. Additional suggestions are welcome.

Action Items:

- Kristi will research how other libraries handle donations

Announcements

- Next meeting will be October 17th, 2023 5:30 p.m. location, TBA

Adjournment: 6:43 p.m. Motion by Jennifer, Second by Linda, all in favor.

Respectfully submitted,

Amber Quinn, Library Manager

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON:
OCTOBER 17TH, 2023

Library Advisory Board Calendar

FY 2023 - 2024

Jul 2023						
S	M	T	W	T	F	S
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Aug 2023						
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Sep 2023						
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Nov 2023						
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Jan 2024						
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Apr 2024						
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May 2024						
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Jun 2024						
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-  LAB Meetings: 3rd Tuesday of the month from 5:30-6:30pm
-  Holidays/Closures
-  Special Event/Presentation