



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

October 17, 2023

Present: Lois Brooks (chair), Jen Kraxberger, Rick Maier, Aimee Noss, Kristi Smith, Linda Warwick (board members); and Marisa Ely (library staff).

Absent: Chris Bangs (City Council Liaison), Luke Viter (High School Liaison)

The meeting was called to order at 5:30 p.m. by Lois Brooks, Chair.

August 15, 2023 minutes were approved as written. Motion made by Linda, Second by Aimee. In Favor: Lois, Aimee, Kristi, Jennifer, Rick, and Linda. Opposed: None. Abstention: None.

Public Comments. NA

Council Liaison Report. NA

Chair Report. NA

Library District Advisory Committee (LDAC) Report. NA

Library Director Bi-monthly Report. See attached handout.

Teen Liaison Report. NA

Friends of the Library Report.

The FOL had a big book sale at Swan Island Dahlias on September 3rd. They made around \$500 by selling books and plants.

There is a spaghetti dinner this Friday at the Willamette Valley Country Club, with proceeds going to FOL and all interested parties can attend. There will be bingo, dinner, and a dessert dash for \$30 per person. Call the Willamette Valley Country Club for more information.

There is an upcoming Christmas book sale, date TBD.

Board Members Report.

The LAB is still working on a brochure/handout for new board members that will explain everything the library does. Rick is working on including historical information about the city of Canby and the library. Rick reported that he went to the Canby Historical Society and spoke to a volunteer historian to get information about Canby and the library that goes back to 1880. He

received a booklet titled *Canby 1893-1993: A Century to Celebrate*, and the library has a copy of this in the Oregon Heritage collection.

Jennifer provided a Chamber of Commerce update: The Multipurpose Building groundbreaking for the Clackamas Fairgrounds & Event Center took place on October 12th.

Jennifer also let the board know that Belinda Goody, the Executive Director of the Chamber of Commerce is working to find out how the COVID business recovery funds were spent. The former Business Recovery Center is now the Business Resource Center and it offers help in the form of grants or other assistance. More information can be found on the Chamber website.

Kristi spoke about Cultivating Canby, which is a city-wide community engagement process to update Canby's Comprehensive Plan and Transportation System Plan. Linda also went and heard a lot of conversation about the library, but the library needs didn't seem to be included and they should have been. The first meeting took place at the police station and city leadership spoke about goals that the city is planning around (urban development, housing, community pride, what we think growth can/should look like in the city). The next meeting is on November 16, 2023 at 6pm at the police station. Some LAB members will attend.

Shawn Varwig's city council position has been filled by Daniel Stearns who owns North Willamette Tax Services.

Lois was invited to meet with the Canby city administrator candidates at the beginning of November and will report back. Marisa will be there as well.

Discussion Items

- **Donation Process/Policy:** It is the LAB's responsibility to create this policy and it should be fairly general. LAB members discussed ideas for how to accept donations and how to recognize those who donate. Greg Williams, the Director of the Oregon City Public Library, said OC encourages patrons to donate to their Friends of the Library or Foundation. The Wilsonville Public Library also strongly encourages donations to go through their FOL or Foundation. Specific donations (ie. paintings or money earmarked for certain things) can be tricky to deal with and possibly create issues. Communicating with donors is important.
- **Report to City Council:** Lois said she wants to include more information and credentials of the LAB members in the report. Data should drive the words, but we need to be cognizant of the fact that data can be used to infer certain things and we don't want to back ourselves into a corner with the data. Extending hours is important to LAB members, but staffing is an important issue that will drive this conversation. LAB members agreed that we should continue this work in a separate working session on November 8th, from 4:30-5:30pm in the library. LAB members, including Marisa, will

bring useful data to include (ie. patron visits and meeting room usage from 6-8pm during pre-COVID time; total number of programs and participants pre-COVID; old statistical reports).

Action Items

- Donation Process/Policy: We will continue researching what other libraries do about donations and try to find donation policies that already exist.
- Report to City Council: We will meet on November 8th from 4:30-5:30pm in the library with useful data and prepare the report.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:42 p.m.
Motion by Jennifer, Second by Kristi, all in favor.

The next meeting is scheduled for Tuesday, November 28, 2023, at 5:30 p.m. in the Council Chambers or via Zoom.

Respectfully submitted,

Marisa Ely

Interim Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON
NOVEMBER 28, 2023.

LAB Director's Report: September 2023

Stats:

- Programming -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					Family Storytime 10:00am	Lego Play 2:00pm
3	4	5	6	7	8	9
		Paws for Reading 4:00pm	Arts, Crafts, and Coloring 10:30am		Family Storytime 10:00am	Lego Play 2:00pm
			Arts, Crafts, and Coloring 3:30pm			
10	11	12	13	14	15	16
		Paws for Reading 4:00pm	Arts, Crafts, and Coloring 10:30am		Family Storytime 10:00am	Lego Play 2:00pm
			Arts, Crafts, and Coloring 3:30pm			
17	18	19	20	21	22	23
		Paws for Reading 4:00pm	Arts, Crafts, and Coloring 10:30am	Canby Public Library Book Group 2:00pm	Family Storytime 10:00am	Repair Fair 10:00am
			Arts, Crafts, and Coloring 3:30pm			Lego Play 2:00pm
24	25	26	27	28	29	30
		Paws for Reading 4:00pm	Meet the Author Ken Baysinger 10:00am		Family Storytime 10:00am	Lego Play 2:00pm
			Arts, Crafts, and Coloring 10:30am			
			Arts, Crafts, and Coloring 3:30pm			

- Footfall Data: **7,113 visits**
- New library cards: **119**
- Items added: **496**
- Holds filled: **4,567**
- Libby downloads: **3,419**
- Total circs: **20,508**
- Total items checked in: **21,189**

Personnel:

- New LA-II (20 hour): Steven Hager started on 08/30/23
- Danny Smith resigned and his last day was on 10/04/23
- Marisa Ely appointed as Interim Library Director as of 10/05/23

Current Projects:

- State Library report due on 10/31/23
- Public Services Desk goes live on 11/1/23
- Replacing some of our public computers this FY
- Retro-processing picture books complete
- Upcoming Winter Reading Program