



## **CANBY PUBLIC LIBRARY**

### **ADVISORY BOARD MEETING MINUTES**

**November 28, 2023**

Present: Lois Brooks (chair), Rick Maier, Aimee Noss, Kristi Smith, Linda Warwick (board members); Luke Viter (High School Liaison); and Marisa Ely (library staff).

Absent: Jen Kraxberger

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

October 17, 2023 minutes were approved as written. Motion made by Rick, Second by Linda. In Favor: Lois, Aimee, Kristi, and Luke. Opposed: None. Abstention: None.

**Public Comments.** NA

**Council Liaison Report.** NA

**Chair Report.** NA

**Board Members Report.**

Lois, Linda, Aimee, and Marisa attended the second Cultivating Canby meeting. It was packed full. Many farming families were present. Time was mostly used on an exercise with Canby maps. Some members of the board didn't feel like their input was wanted and that the survey is more about growth and not necessarily "cultivating" Canby.

*Shop Local Canby* is having its second event now through January 4th, where residents and visitors can visit participating businesses for a \$10+ purchase per business per day and fill up a *Shop Local Canby* card. These cards can be picked up and stamped at many places, including the library. Once completed, submit the card at a participating business for a chance to win over 45 prizes! No limit on how many cards you can complete.

**Library District Advisory Committee (LDAC) Report.** NA

**Library Director Bi-monthly Report.** See attached handout.

**Teen Liaison Report.**

Luke will be leaving in a few months, leaving his spot on the board open. The board also no longer has a connection to the high school through Christopher Bangs now that he is no longer on City Council or serving as the LAB City Council Liaison. Linda mentioned that she has a contact in the school's counseling office and that she will reach out. Luke also mentioned that

he would like to see a more formalized process on the school's end for getting a teen liaison on the Library Advisory Board.

### **Friends of the Library Report.**

Lois mentioned that there will be a Christmas open house where two homes will be available to tour on Saturday 12/16 from 2-6pm. Tickets are \$10 each. They can be purchased at the library. There will be no tour of lights this year.

### **Discussion Items**

#### **City Administrator Interviews.**

Marisa and Lois were involved in the interview process, along with other city leadership, community stakeholders, and city staff. Lois was interested in the management side of things. Two of the candidates were internal. Eileen Stein, the interim City Administrator since May, was offered the permanent job and that was communicated at the last City Council meeting.

#### **Report to City Council.**

#### **Library Hours.**

Both discussion items above, the Report to City Council and Library Hours, became one discussion item. Jennifer, who was absent for this meeting, asked Lois to express that evening hours are wanted but that she is also concerned about the impact on such a limited staff group. We then discussed brainstorming possibilities for what shifting hours might look like. Uniform hours or split hours are possibilities. Lois thinks the Library Director should meet with a member of City Council to discuss what is needed in order to expand or shift hours, in addition to discussing what could be done to find a way forward with library hours that will benefit the needs of Canby residents. The Library Page position, which is an entry-level library position, was eliminated in anticipation of adding an AMH (Automated Materials Handling) system that never came to fruition. The library had several Library Page positions before they were eliminated, and they were one of the reasons why the library was able to stay open later. Re-adding this position would be a cost-effective way to get more duties and hours covered. The board will start researching how much one page would cost per month and go from there. Lois will continue to work on the draft of the report with board members. We will ask City Council in January to present and we will work with city staff to find the next open meeting slot.

#### **Donation Process/Policy.**

Kristi will begin drafting a policy.

#### **Action Items**

- Linda will reach out to her contact in the high school's counseling office about the next Library Advisory Board teen liaison.
- The board will brainstorm what shifting library hours could look like.
- Marisa will research how much one library page position will cost per month to give us a better idea of what adding that position back would do to support expanding library hours.
- Kristi will begin drafting a donation process policy.

### **Announcements**

There being no other concerns, reports or questions, the meeting adjourned at 6:30 p.m. The next meeting is scheduled for Tuesday, January 23, at 5:30 p.m. in the Council Chambers or via Zoom.

Respectfully submitted,

Marisa Ely

Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON  
January 23, 2024.

Director's Bi-Monthly Report

**Staff**

- Hiring on-calls

**Spaces**

- We recently created a new space for tweens, which is near both the juvenile and teen collections. There is space to study, read, hang out, and participate in our new tween programs, which will also take place in the new space.



**Collections**

- We moved the nonfiction DVD collection to a new shelving unit closer to the service desk, in addition to making more space for the Inspirational and Large Print collections with the moving of this collection.
- The new juvenile materials were also relocated from the front of the library so they could be closer to the new tween section of the library.



**Other News**

- The work of artist Holly J. Kroening will be on display in the library now through December 21st, 2023. She is a native Oregonian, mother, and grandmother whose paintings express the joy, delight, and passion she feels when she paints.



- **ThankFall Tree:** Since the beginning of October, patrons have been adding leaves to our ThankFall Tree that say what or who they are thankful for.




- The Bridging Cultures wings have been on display at the library since the end of Summer. This art piece was painted by children and their families at the Canby Arts Festival and a Bridging Cultures picnic.









**Upcoming Events & News**

- Minecraft Club (ages 8-15): 1st and 3rd Thursdays of the month starting in November
- Dungeons & Dragons (ages 13-18): 1st and 3rd Saturdays of the month starting in November
- Local Author Kimila Kay presentation: November 29th
- Holiday Craft, Live Music, & Winter Reading Program start: December 2nd, 12-2pm
- On November 1st, our new Public Services Desk went live. Previously, we had two separate desks (the Accounts Desk and Information Desk). This new desk, centrally located, will better serve the public in one convenient location!



## CANBY PUBLIC LIBRARY

SEPT/OCT '23 SNAPSHOT

Items added to the collection - 1,067 	Items checked in 42,765
Holds filled 9,292	 New cards 231
Digital checkouts 7,184 	Room reservations 123
Physical checkouts 41,848	 Adult events - 11 Participants - 148
Customer interactions - 2,280 	Children's events - 39 Participants - 2,088
Visitors 15,778	 Teen events - <i>Back to School Break</i>