



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

February 20, 2024

Present: Lois Brooks (Chair), Tiffany Mach, Rick Maier, Aimee Noss, Kristi Smith, Linda Warwick, Scott Sasse (Council Liaison), Marisa Ely (Library Director).

Absent: Jen Kraxberger, Luke Viter (High School Liaison)

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

January 2024 minutes were approved as written. Motion made by Linda, Second by Kristi. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report.

Scott is the new City Council Liaison for the Library Advisory Board. Welcome Scott! Scott has been coming to council meetings for 15 years and has been on the Parks & Recreation board, and both the transit and budget committees.

The City Council and leadership team reviewed goals for the upcoming year last week. Stay tuned for more information.

Chair Report.

The city has a new administrator, library director, and City Council. The Library Advisory Board is full. We will be replacing the teen liaison soon once Luke graduates this June.

We discussed possibly moving the LAB meeting to a different day of the week, but in the end, we decided to stick with the third Tuesday of the month for our meetings.

Is there anyone who would like to be on the city's budget committee? There are four open positions. The meetings take place on Thursdays in May and each meeting lasts about two hours. Applicants need to be city residents and no budget experience is needed.

Library District Advisory Committee (LDAC) Report. No update.

Library Director Bi-monthly Report.

The library's new hours start on March 4th. The new hours will be Monday through Thursday 10am-7pm and Friday/Saturday 10am-5pm.

The Canby Reads 2024 program is being funded by the Friends of the Library. This year's book is *Klara and the Sun* by Kazuo Ishiguro, and 100 copies are not available at the library and a few local businesses.

Brandon Leonard, Canby PD's Behavioral Health Specialist, will be at the library on Thursdays to help connect our community to needed resources. On the 1st and 3rd (and 5th in those longer months) Thursdays, he will be here from 10-11am, and on the 2nd and 4th Thursdays, he will be here from 5-6pm. As of now, no appointments are needed as this will be on a drop-in basis. Brandon will have the Lilac Room in the library reserved so these conversations can be private.

The library is in the process of hiring a *Librarian, Collection Development and Volunteer Coordinator*, and a *Library Assistant II, Adult Programming*.

Teen Liaison Report. None.

Friends of the Library Report.

February is Black History Month so there is a display in the book garden. March is Women's History Month and a new display will be up soon.

There will be a big book sale in the plaza to kick off Summer Reading at the beginning of the summer once school is out. Stay tuned for more information.

Discussion Items

Report to City Council.

Lois and the board decided to scrap most of what has already been done and to start fresh because of all the turnover. We discussed giving an eighteen-month report and presenting it to City Council in April, perhaps during National Library Week. Marisa will see about scheduling this with city leadership.

Teen Liaison Application Procedure. See attachment.

We decided to change the application due date to March 31st to give teens more time to apply. We will need to make time to interview teens in April, possibly in a special working session.

The main information we need from the teens/students is their name, graduation year, school, and a letter of interest. Linda will put the application packet information together, send it to Lois, and get it to the High School librarian. We will post this information at the middle schools and high schools, library, website etc.

Donation Process/Policy.

Kristi brought an updated policy. She strengthened some of the language and added a line about in-kind donations (besides what is listed as donations to FOL) not being accepted. We want the language to be clear and simple. Kristi will continue to work on the policy. Lois will get legal advice about the language.

Goal Setting & To-Do List. See attachment.

We discussed the attachment in this packet. There was a discussion on the need to revisit library service boundary lines.

In order to see what the community needs from the library, we still need a community survey for the entire area, and we want community members who are library card holders and those who are not to answer the survey.

We also discussed how to get more library cards made for community members and how to reach potential newcomers to the library to show all the services we provide.

Action Items

- LAB needs to start working on the new report to City Council. Marisa will talk to the city administrator and city recorder about getting on the schedule to present at a meeting in April.
- Linda will put the teen liaison application packet information together, send it to Lois, and get it to the High School librarian. We will post this information wherever we can.
- Kristi will continue to work on the donation policy and Lois will get legal advice about the language.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:33 p.m. The next meeting is scheduled for Tuesday, March 19, 2024, 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
March 19, 2024.

Library Advisory Board Teen Liaison Application Policy

The Ideal Candidate:

- Is a Freshman or Sophomore at Canby High School
- Is able to take initiative
- Is a library user

Responsibilities Include:

- Attending the meetings of the Library Advisory Board
- Being aware of the teen programming schedule at the Canby Library
- Meeting regularly with the teen librarian at the Canby Library
- Promoting the events of the Canby Library activities at Canby High School
- Informing the Library Advisory Board about information relevant to teenagers and current events at Canby High School

Benefits of this Position can Include:

- A letter of recommendation from the Canby Library Director for college
- Receiving volunteer hours for attending Library Advisory Board meetings
- Learning to operate in a formal group not made up of peers
- Experiencing government processes firsthand

Applications should be submitted to the Canby High School librarians by March 1st of the outgoing Teen Liaison's graduation year, or as otherwise needed in the case that the Teen Liaison leaves the Advisory Board before graduation. The current Teen Liaison should work with the High School librarians to devise a relevant application, from which the High School librarians will select up to three candidates to be interviewed by a committee of Advisory Board members.

Once the Advisory Board committee has interviewed all potential Teen Liaison candidates and discussed the candidates with the remainder of the Advisory Board, a final decision will be made. Upon approval, the new Teen Liaison will complete the City of Canby application before joining the Board.

Library/LAB Goals

- Shifting hours to meet the community's needs.
- Transforming our maker space into a "Maker Lab," where Canby youth can learn about Science, Technology, Engineering, Art, & Mathematics.
- Re-envisioning our volunteer program to create more opportunities for the community to give back and to help us get things done after losing a whole position (library page).
- Creating more quality programming that answers community needs.
- Applying to grants to offer more opportunities to the Canby community.
- Creating a donation policy/process for in-kind donations.
- Creating a new strategic plan.
- Updating the library policy manual.
- Being fully staffed.
- Getting the supportive boards (LAB, Foundation etc.) holes filled.
- Fun through engagement (Fun Shirt Friday, Library Open House, social media presence).
- Partnering with outside community groups, institutions, and agencies.
- Community bulletin board?
- Making the library a "hangout" place again where people come to find materials, chat, learn, engage in programming, and have fun in a safe environment.
- Setting up a new tax district for all LINCC libraries.