



## Canby Public Library Advisory Board

### Meeting Agenda

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-266-0720 at least two business days in advance.

#### Canby Public Library Advisory Board

##### Members

Scott Sasse – Council Liaison  
Lois Brooks – Chair  
Jen Kraxberger  
Tiffany Mach  
Rick Maier  
Aimee Noss  
Kristi Smith  
Luke Viter – High School Liaison  
Linda Warwick

##### City Staff

Marisa Ely – Library Director

##### Next Meeting Tuesday, April 16, 2024

<https://www.canbyoregon.gov/>

It is the City of Canby's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income. The City of Canby also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

March 19, 2024

Hybrid Meeting

City Council Chambers

[Join Zoom Meeting](#)

Or join by Phone 253-215-8782

Meeting ID: 873 0185 1115

Passcode: 902132

- **Call to Order**
- **Approval of Minutes**
  - February 2024
- **Public Comment**
- **Information Items**
  - Council Liaison Report
  - Board Chair Report
  - Board Member Reports
  - LDAC Liaison Report
  - Teen Liaison Report
  - Director's Bi-monthly Report
  - Friends of the Canby Public Library Report
- **Discussion Items:**
  - State of the Library Report to City Council
  - Teen Liaison Application Procedure
  - Donation Process/Policy
- **Action Items:**
  - Report to City Council
  - Teen Liaison application packet
  - Donation Process/Policy
- **Announcements**
- **Adjournment**

## **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.