



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

April 16, 2024

Present: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Rick Maier, Aimee Noss, Kristi Smith, Luke Viter (High School Liaison), Scott Sasse (Council Liaison), Marisa Ely (Library Director).

Absent: Tiffany Mach

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

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

Public Comments. None.

Information Reports

Council Liaison Report.

There is a work session with the planning department to go over codes and policies coming up. City Council is still looking into the city attorney recruitment, but it will depend on the budget.

Chair Report.

Lois will continue to work on the donation process/policy document.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

Help us improve library services by filling out this short, 10-question survey! You can access the survey by going to our website or by copy/pasting this URL ---

<https://forms.gle/ZKdLUP2WvcRQ2K4bA>. The survey will be live from April 1st to May 4th.

The Canby Job Fair will take place on Wednesday, May 1st from 11am-1pm at the City of Canby Civic building. It will be featuring 12+ local hiring employers. This free event is open to those ages 16+ seeking employment. Service providers will also be onsite to assist with resumes, interview tips and job coaching. This event is brought to you by the City of Canby Economic Development Department, the Canby Public Library, and Goodwill Job Connections.

Join us on Canby's First Thursday in May (May 2nd, 5-8pm) for our Library Open House! We will be open an hour later so you can have more fun! Complete a bingo sheet with fun activities to help you learn about the library & what's coming up! The event is absolutely FREE and for all ages!

We will have:

- Library of things petting zoo
- Live music, featuring The June Bugs!
- SRP info
- Behind-the-scenes look
- Official Seed Library launch
- Activities
- And so much more!

Teen Liaison Report.

Luke met with Karen and Phillip at the library to give them a rundown of how to get more teen volunteers in the library. 40 service hours are needed by students at Canby High School, which is something to keep in mind.

Friends of the Library Report.

The annual plaza book sale will be on June 15th and there will also be a *newer* book sale at Swan Island Dahlias during Labor Day weekend.

The backyard and patio tour will be sometime in late June or early July.

Discussion Items

State of the Library Report to City Council.

We discussed the report and prepared to present to City Council on April 17th.

Teen Liaison Application Procedure.

The board discussed some of the flaws with the current process after only receiving five applications. We discussed several issues, including the fact that not every school was able to be notified of this recruitment. We also discussed a shorter term limit for teen liaison's that they could then reapply for the following year if interested. The board will continue to think about the process as a whole and we will come back to the May meeting with clearer plans. All current applicants will be notified via email that the decision will be delayed until the process is clearer and all interested students have been given an opportunity to apply and be interviewed.

Action Items

- Lois will rewrite the donation policy with the edit suggestions discussed.
- Board members will continue working on the teen liaison application procedure and process to make sure all interested applicants have the chance to apply. Lois will also draft an email to notify the current applicants that the decision process has been delayed.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:33 p.m. The next meeting is scheduled for Tuesday, May 21, 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 MAY 21, 2024.