



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

January 21, 2025

Present: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Rick Maier, Aimee Noss, Kristi Smith, Tiffany Mach, Linnea Stormo (Teen Liaison), Paul Waterman (Council Liaison), Marisa Ely (Library Director).

Absent: None.

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

December 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.

Welcome Paul! Last meeting, the Mayor and councilors were sworn in. Councilors voted on annexation of Holly Street property. Next meeting is tomorrow.

Chair Report.

Lois recommends the book, *The Small and the Mighty*, by Sharon McMahon.

Lois will be gone for the month of February. Linda has agreed to run the February meeting.

Board Member Reports.

Kristi went to the first Canby Civic Engagement Academy and it was very interesting. Some participants have lived in Canby for a long time and others are new to town. The first meeting was all about City Council and city leadership. Slides were sent out afterwards. Kristi agreed that she will go over some of the content at the February LAB meeting.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

See NOV/DEC 2024 bimonthly report.

Teen Liaison Report.

School closed yesterday and next Monday. The Spring Fling dance will be in March.

Friends of the Library Report.

The annual FOL meeting is on Thursday, 1/23 at 5pm with Library Director as keynote.

The monthly meeting time has changed, and four new board members have been added.

The *Canby Beer Library* was on the news and they talked about selling books to support the Friends. Antique books go to *Retro Revival* to sell online and support the Friends.

Amy Seely is trying to do more with social media to get the word out about the Friends.

Discussion Items

Unattended Items Policy.

Marisa discussed an issue in the library with some patrons leaving their personal items unattended for long periods of time in which they leave the library building. This has been a bigger issue lately as most of the tables and study spaces have been occupied. Based on staff input, Marisa asked LAB to approve an addition to the "Rules of Conduct" in the Library Policy Manual: *"26. Leaving personal items in the library, unattended, for more than 10 minutes. Library staff cannot watch patron items and are not responsible for unattended items left by patrons."*

LAB members asked that the language on the table signage about this policy be softer than the policy language. Marisa agreed. Marisa also let LAB members know that warnings are documented if a policy is broken.

Jen moved to approve the policy addition as written. Linda seconded. All in favor. Opposed: None.

"How Do I...Make A Donation".

All documents have been updated and are available on the library website.

2025 Goals List.

LAB members agreed to review and potentially update the LAB history documents for new members and look at the LAB duties outlined in the City Charter. A subcommittee of three members will meet to review other city committees' duties and powers and other LINCC LAB duties and powers, all of which Marisa will gather and provide print copies of for the subcommittee members. Marisa will also prepare a short presentation on the Library District history for the February LAB meeting.

Action Items

- **Unattended Items Policy.** Marisa will update the Library Policy Manual to reflect the “Rules of Conduct” addition and all areas where the policy is available.
- **LAB Duties and Powers.** Marisa will gather and provide print copies of other city committees’ duties and powers and other LINCC LAB duties and powers for subcommittee members to review before the next meeting.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:38 p.m. The next meeting is scheduled for Tuesday, February 18, 2025, 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
FEBRUARY 18, 2025.