



## CANBY PUBLIC LIBRARY

### ADVISORY BOARD MEETING MINUTES

**April 15, 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 5:32 p.m. by Lois Brooks, Chair.

March 2025 minutes were approved as written with one edit. Motion made by Linda, Second by Jen. All in favor. Opposed: None.

**Public Comments.** None.

#### **Information Reports**

##### **Council Liaison Report.**

The Rotary is adding Little Free Libraries in the parks. The Friends of the Library are partnering with them to add books.

##### **Chair Report.**

Lois attended via Zoom the April 8, 2025 Learning Live: *Ask the Experts: Library Boards & Trustees*. Here are some of her notes from that Zoom meeting. Advice for Library advisory board members (also known as trustees/commissioners in other states):

- Go and use the Library.
- Get to know the staff.
- Check out what is happening.
- Learn the roles and responsibilities of LAB members.
- Attend relevant trainings (especially local resources if there are any).
- Keep asking questions. Engage in continuous learning.
- Advocate for the Library. Talk to your friends and acquaintances in the community.
- Advocate for the Library at the city, county, state and national level.
- Get to know the Friends and the Foundation.

- Annually review certain documents at a meeting that is like an “annual orientation”. For example, the strategic plan, by-laws, ethics policy, local and state laws regarding libraries, and the annual report and the budget.

#### Ideas for Board Development (how to attract and retain LAB members)

- Find groups in our community that are not represented (e.g. the Latinx community).
- Change board meetings if necessary to allow different people to attend.
- Have regular sub-committee assignments and meetings (as in Aimee is LDAC and Linnea is high school)
- Create opportunities for this group to socialize (the folks presenting didn’t see an issue with having social events). The May 1 Library Open House is an example.
- Attend City Council meetings. Get to know the city decision makers.

#### Other ideas/comments

- Include the Principles of the ALA in our policies (we do that in our History document).
- I think this organization would be a good resource when we submit a bond for Library Funding.

#### Questions

- Should our LAB have an advocacy sub-committee?
- So, in some places the LAB has input on the Library Director’s performance. Should the City Manager be soliciting our input?

#### **Board Member Reports.**

Rick's term ends on June 30, 2025. Marisa will check with Maya about whether his replacement needs to be in city limits or just the service area and get the posting up soon.

Lois will also need to pass off the Chair role.

#### **Library District Advisory Committee (LDAC) Report. None.**

#### **Library Director Bi-monthly Report.**

- Recruitment:
  - Jennifer Harris (previously on-call) is our new 20-hour LA-II!
  - Reviewing on-call applications for our pool now.
  - Summer Teen Intern (grant funded) posted and taking applications now.
- Grants:
  - Clackamas County Grant, to create a Career Center in the library, is being worked on. Currently in the process of creating a unique logo and setting up 2 dedicated

computers and a laptop. Working on Career Center location in the library right now.

- Mini Grants for Rural Libraries, to create program series titled "Building Personal and Community Resilience"
  - (July 10) Event 1: Sustainability Presentation: Reducing, Reusing, Repairing, Refilling, and Thrifting
  - (September) Event 2: Sewing & visible mending demonstration & class
  - (Date TBD) Event 3: Gardening presentation
  - (COMPLETED March 12) Event 4: Native bees presentation
  - (July/August) Event 5: Canning, drying herbs & freeze-drying demonstration
- ALA Accessibility Grant, funds (\$10,000) coming & grant period start date is May 1<sup>st</sup>
- Ready to Read Grant, spending almost complete on SRP and early literacy initiatives
- Teen Intern Grant, recruiting now
- Bridging Cultures ESL classes had a library visit, tour, presentation on resources, and got library cards on 4/15/25. Hopefully the first of many visits!
- Canby Career Fair, at the library, from 10am-2pm on 4/22/25
- Library Open House, May 1st, 5-7pm
- Budget:
  - In full swing - Budget Committee meetings coming in May
  - City Council work session on library funding issues 4/16/25

### **Teen Liaison Report.**

There is now a slide up at the High School advertising the Teen Intern position for the library.

Midterms are beginning of May. Last day of school will be June 12.

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

Drive-up, drop-off donation event took place on Saturday, April 12. Tiffany helped and there were a lot of good donations. This is the first time FOL did this type of event and the library is working to put those events on the library website.

FOL is working with the Rotary to stock the Little Free Libraries at all the local parks.

Book sales are going well at The Beer Library.

The Big FOL Sale in the plaza will be taking place on June 14th.

### **Discussion Items**

**Civic Engagement Academy Presentation on Library.**

Will present at next meeting.

**Library District & CPL Funding Issues Presentation.**

Marisa answered questions that came up about the presentation so she could address them at the Council meeting presentation tomorrow, April 16.

**Action Items**

- Marisa will check with Maya about whether Rick's LAB board seat replacement needs to be in city limits or just the service area and get the posting up soon.
- Marisa and Lois will review the long LAB document and share at a future meeting.

**Announcements**

There being no other concerns, reports or questions, the meeting adjourned at 6:29 p.m. The next meeting is scheduled for Tuesday, May 20, 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 MAY 20, 2025.