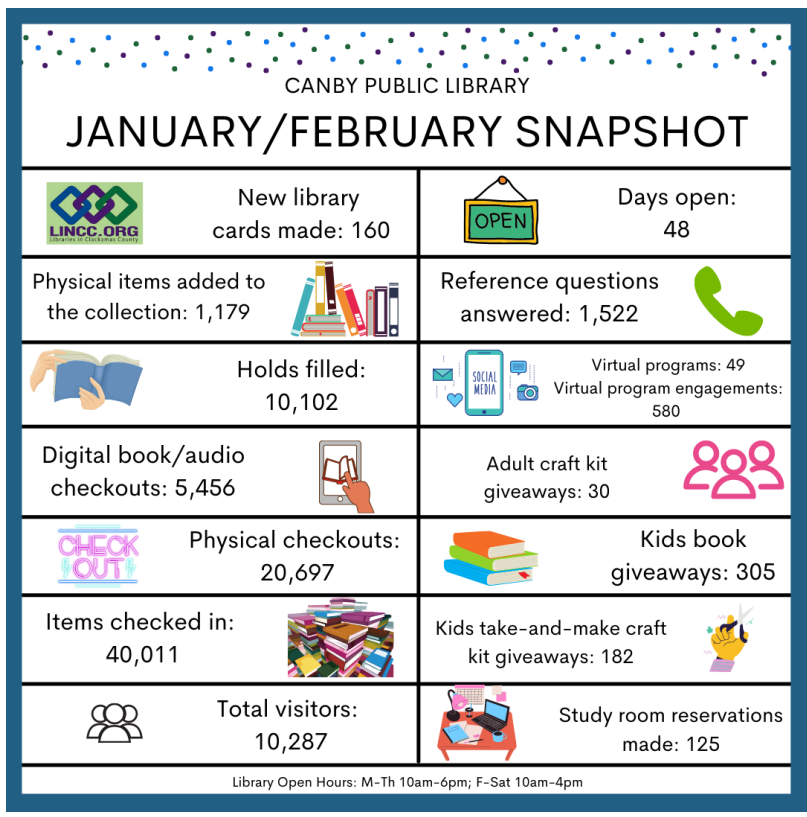




City of Canby Bi-Monthly Report
Department: Library
For Months of: January & February 2022

To: The Honorable Mayor Hodson & City Council
 From: Danny Smith, Library Director
 Prepared by: Same as above
 Through: Scott Archer, City Administrator
 Date: 3/11/2022

Usage Metrics Overview



Staff

No updates for this reporting period.

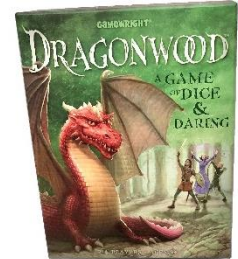
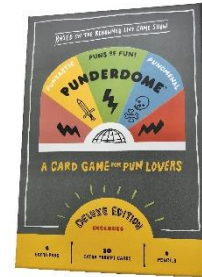
Spaces

The library now has a new art collection on display throughout the facility. Canby is partnering with Ginny Stevens of Aurora who specializes in watercolor painting and has brought sixteen pieces to display in the library for the months of March and April 2022.

Collections

Staff are in the process of adding a number of tabletop games to the Library of Things collection. These are the first additions since 2019, so it's a welcome update to the collection. The addition of these games was made possible through support from the Canby Kiwanis.

- Betrayal at House on the Hill
- Castle Panic
- Dead Panic
- Double or Nothing
- Dragonwood
- Punderdome
- Smash Up
- Stratego



To ensure long term usability and accessibility, several local history video tapes (VHS) were recently converted to DVD format. The following titles are now available for use on DVDs and available for check out.

- Railroad Slide Show
- Baker's Prairie Slide Show
- History of the Clackamas County Fair
- History of Transportation in Clackamas County
- The Canby Flood, 1996: A View From the Air

General News

Canby Reads

In partnership with the Friends of the Library, 100 copies of *The House in the Cerulean Sea* were distributed to Canby residents for the 2022 Canby Reads program. A community discussion will be held on March 24th, 2022 at 2:00 p.m. to discuss the book in a group setting.

Programs Update

Due largely to the surge of the Omicron variant around the nation, the Library had very limited in-person gatherings of any kind for the months of January and February. Instead, staff continue to focus on DIY and asynchronous programs and activities that members of the community can do in the comfort of their own homes.



The Friends annual meeting was Thursday, February 17 in the Willamette Room. At this time, a new slate of officers was announced. Gayle Elizabeth is now the President and Mary Ellen Laird is now the Secretary. Kathy Mulligan continues in her role as the Treasurer and Patti McAlpin continues in her role as the Bookstore Manager.

The Canby Winter Reads program kicked off on February 17 at the Friends Annual meeting. The book is *The House in the Cerulean Sea* by T.J. Klune. Books are available from February 17 through March 17 at the Library, and also at The Book Nook, Retro Revival, Swan Island Dahlias and Baker's Prairie Bakery while supplies last. An in-person or zoom discussion will be held March 24 in the Willamette Room. People interested in attending should reach out to Hanna Hofer.

In late February, there was an initial planning meeting for the 2022 Christmas Tour of Lights. Due to concerns about future inclement weather and the short voting time, an outdoor finale isn't planned and the Tour will be staged over 2 weeks. The kick-off is proposed for Saturday, December 10, in the Willamette Room. Children can be writing letter to Santa while their parents buy the map of participating homes. Other entertainment is being considered that day and possibly, during the next weeks. More planning will begin in August.

Also in late February, there was a meeting with representatives of the Canby Garden Club to discuss co-sponsoring the 2022 Garden and Patio Tour. The idea was enthusiastically received and will be represented to their members at the next meeting, March 8. Saturday, July 9, has been proposed, so it doesn't conflict with July 4th or the Wild Hare Music Festival (07/15-07/16). Garden Club members will commit to participating by May 1, so that the Friends can prepare the map and publicity. Maps are tentatively priced at \$15.

Definitions 192.610

Oregon Municipal Handbook: Public Meetings Law, pg. 9, 10, 13

ORS 192.640

i. **When Notice is Required**

“...anytime a governing body of a public body holds a “meeting” as defined under the law.” 41

ii. **Contents of the Notice** [minimum requirements]

Time of meeting

Place

A list of the principal subjects anticipated to be considered at a meeting.

“ODOJ [Oregon Dept. of Justice] recommends that the list of principal subjects “be specific enough to permit members of the public to recognize the matters in which they are interested.” 43”

“Occasionally a governing body may wish to discuss a subject that was not on the list, perhaps because the issue arose too late to be included in the notice. As a matter of state law at least, the absence of a subject from a notice does not preclude the governing body from discussing it; under the OPML [Oregon Public Meeting Law], the list of *anticipated* subjects does not limit the ability of a governing body to consider additional subjects.” 45”

C. Recording and Retaining Minutes

“The OPML requires that the governing body of a public body provide for sound, video, or digital recording, or written minutes of its public meetings. Whatever the format, the record of the meeting must include the following categories of information:

- (a) All members of the governing body present;

(b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;

© The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name." 74

(d) The substance of any discussion on any matter; and

(e) Subject to ORS 192.311 – 192.478 relating to public records, a reference to any document discussed at the meeting."

The recorded minutes to provide "a true reflection of the matters discussed at the meeting and the views of the participants." 76 Upon conclusion of the meeting, the minutes must also be available to the public "within a reasonable time." 77 The ODOJ notes that, with some exceptions, the minutes should also be available to persons with disabilities in a form usable by them, such as large print, Braille, or audio tape." 78"

Canby Library History (CPL)

The Canby Women's Civic Club was formed in 1924 by "ladies interested in a better community and a clean and attractive city". They started a small volunteer library in 1925, but soon realized that the community deserved more.

A door-to-door campaign was begun to gauge and get the community's support. They gathered 643 books and cash which they used to start a public library around 1937.

A new City Hall for Canby was completed, in early 1937, with a room in the new building in which to house a new library. Shortly thereafter, Canby's first real librarian, Doris Wilbourn, was hired. That "new" library opened in 1937. Today (2014) it is the City Hall Meeting Room.

The Canby Public Library has had many homes. It was moved to the basement of the Graham Building (- 1985c), then to the first floor of the Masonic Building (1985c – 1989c) and then to a converted hardware store on the corner of 3rd and Holly (1989c-2016c).

The Library joined other Clackamas County public libraries in the formation of a countywide Library network . Voters, in 2008, voted to support the formation of City Government financed Library Districts (Service Areas) within the County.

The first "new Library" plan for Canby was to build along N Second St. That plan was abandoned and voters, in an historic vote, approved the spending of public Urban Renewal Funds to build a combination City Hall-Canby Library and call it a "Civic Center". That 2nd site will be or was at the end of NW 2nd St., by the movie theatre. We hope that this project will succeed and in 2016 we will be in a new Canby Public Library.

Records

ORS 192.610

Definitions for ORS 192.610 to 192.690

As used in ORS 192.610 (Definitions for ORS 192.610 to 192.690) to 192.690 (Exceptions to ORS 192.610 to 192.690):

- (1) "Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.
- (2) "Executive session" means any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.
- (3) "Governing body" means the members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.
- (4) "Public body" means the state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof.
- (5) "Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. "Meeting" does not include any on-site inspection of any project or program. "Meeting" also does not include the attendance of members of a governing body at any national, regional or state association to which the public body or the members belong. [1973 c.172 §2; 1979 c.644 §1]

Location:https://newyork.public.law/laws/n.y._general_municipal_law_article_5-k.

*OR Hatchery Research Center
Advisory to Dept.)*



OHRC Board

Meeting

Online and Teleconference

March 9, 2021

9:00 AM – 11:15 AM



AGENDA

Schedule	Topic	Presenter(s)
9:00 AM	<ul style="list-style-type: none"> • Call to Order • Chair's Opening Statement • Approval December Board Meeting Minutes and OHRC Board Annual Report Action: Board Approval 	Brad Halverson, OHRC Board Chair Brad Halverson, OHRC Board Chair OHRC Board
9:25	<ul style="list-style-type: none"> • Facility Operations Update 	Eric Hammonds & Craig Lawson, ODFW
9:35	<ul style="list-style-type: none"> • ODFW Update 	Marc Johnson, ODFW
9:40	<ul style="list-style-type: none"> • Director Search Update 	Selina Heppell, OSU
9:50	<ul style="list-style-type: none"> • Introduction of Shaun Clements (ODFW) • Shaun's comments 	Brad Halverson, OHRC Board Chair Shaun Clements, ODFW
10:15	<ul style="list-style-type: none"> • Discussion of OHRC Board's Role 	Board Action
10:40	<ul style="list-style-type: none"> • Discussion of OHRC Mission Statement 	Board Action
11:10	<ul style="list-style-type: none"> • Chair's Closing Comments and Adjourn 	Brad Halverson, OHRC Board Chair

Join Zoom Meeting

<https://oregonstate.zoom.us/j/98750015128?pwd=Wk5tMFVVOVRldFpsNFRVTkpPaW90dz09>

Password: 192821

Phone Dial-In Information

- +1 971 247 1195 US (Portland)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)

Meeting ID: 987 5001 5128

Password: 192821

Join by Polycom/Cisco/Other Room System

98750015128@zoomcrc.com

Canby Public Library Policy Manual
Final Draft of proposed amendment to Section 19
to include non-collection materials

19 BULLETIN BOARD, DISPLAY, EXHIBIT and NON-COLLECTION MATERIALS POLICY (*Canby Public Library Policy Manual rev. May 2019*) October 15, 2021,
Updated Feb. 8, 2022

19.3 NON-COLLECTION MATERIALS POLICY (New)

As a service to the community, the Canby Public Library chooses to consider non-collection materials that may be of value to the community. Such items would include information from non-profit cultural, educational and civic organizations in both the city and the local area. The library also reserves the right to remove and dispose of any items not approved in advance or not meeting Library criteria as stated in 19.2 above. All items must be approved in advance by Library Staff. Commercial, religious and partisan political campaign materials will not be displayed.

Some examples include, but are not limited to, the following organizations:

- City of Canby agencies
- Groups such as advisory boards that support City functions
- Public agencies, schools and colleges
- Nonprofit groups having 501(c)3 status engaged in business in the City of Canby
- Sponsors of events that further the City of Canby and its objectives
- Government publications (such as tax forms and voters' guides)

The Library reserves the right to refuse to post or display any materials which, in its judgment, does not meet Library criteria. The Library also reserves the right to remove and dispose of any items not approved in advance or not meeting Library criteria. Acceptance of materials for display or posting does not imply approval or disapproval by the Library of the ideas or opinions expressed.

Appeals Process

Either additions to or rejections of non-collection materials may be appealed in accordance with **Policy 8.4 (Reconsideration of Materials)** in the *Canby Public Library Policy Manual, Rev. May 2019*.