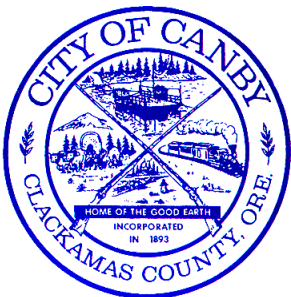


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES August 11, 2020



5:30 PM Virtual Meeting

Present: Carol Palmer (chair); Linda Warwick, Kathleen Myron, Denise Fonseca, Suzy Stutes, Judi Jarosh, Jessica Hines, Meridian Lattig (board members); Irene Green, and Lizzie Figueroa (library staff).

Absent: Shawn Varwig

The meeting was called to order at 5:35 p.m. July minutes were approved as written by a vote of 6-0, with one abstention (Kathleen was absent at the July meeting).

Review of July Action Items.

- a. IRENE WILL ASK AMANDA TO FORMALLY NOMINATE DENISE AND JUDI AS LDAC REPS. Irene is trying to pin down the right person to contact about this nomination. She'll continue to pursue this.
- b. DENISE WILL FIND OUT WHEN THE NEXT LDAC MEETING IS SCHEDULED. Nothing is scheduled, according to the public LDAC calendar. But she'll contact Kathryn Kohl to find out definitively.
- c. CAROL WILL DRAFT PROCEDURE FOR FILLING BOARD VACANCIES. Carol sent out a first draft before the meeting (included in the appendix), and the committee reviewed it. The new library director might also want some say in the process. Board members will send their thoughts to Carol, and a summary of their own skills to Lizzie, who will compile a list. Since Kathleen's educational background is in Human Resources, Carol asked for her help in refining the questions. Meridian suggested including a broad statement that the Board values diversity and invites everyone to apply. The City Attorney will have to approve the final wording, in any case. Irene suggested changing the rule about Board members not missing three *consecutive* meetings to not missing three meetings *in total*. Linda suggested fleshing out the section on duties and expectations of Board members. Carol will send out an example for reference.

- d. LINDA WILL COORDINATE WITH LIBRARY STAFF ON CANBY READS. Linda talked to Hanna Hofer at the library—update is below.

Canby Reads Program.

Linda shared the finalized plan for Canby Reads, a Friends-sponsored community book club. The chosen book is Ivan Doig's memoir *This House of Sky: Landscapes of a Western Mind*, and copies will be given away for free, starting on 8/17. The books will have an insert with conversation prompts, and participants are invited to send their thoughts (words and/or images) to Hanna. Selected responses will be displayed anonymously in the library window, on the website, and on social media. Tyler Francke is helping to publicize the program, and it will end with a Zoom event on 9/21.

Library Staff Report.

Irene reported that the library's curbside service was going very well, to the point where some other LINCC libraries are now modeling their procedure after Canby's. Expanded curbside hours will start on 8/17. Director interviews concluded last week, and the City is making a conditional offer to the panel's top choice. This person lives in the region and has experience with bond measures and public library administration.

Wilsonville Library is allowing patrons inside their lobby, but no other LINCC library has current plans to allow patrons inside. At CPL, most of the public seating has been moved to the back rooms or against the walls of the library's public area, and public computers have been spaced out (only four are set up). The library will start offering mobile printing and curbside print job pickup starting 8/17.

Library staff recently reviewed their original budget request for the Friends (which pays for programming, as well as supplementing the collections budget). Since guest programming is unavailable during the pandemic, staff decided to reduce their request to \$15,000 (from \$22,000), to lessen the burden on the Friends.

Teen Liaison Report.

Meridian would like to revive the library's Teen Advisory Board for the new school year, possibly incorporating tutoring. She'll continue to work on a plan.

Friends of the Library Report.

On Friday, 8/14, the Friends will hold another book sale in the plaza from 11-3. They can accept donations of materials during the book sale, limited to one bagful per donor.

Board members' reports, concerns and comments.

Denise recommended that the new library director look into EBSCO Connect for library grants: https://connect.ebsco.com/s/article/Grants-Funding-Sources-for-Libraries?language=en_US

The last news on the boundary dispute with Oregon City is that the issue was being referred to the LDAC task force.

Irene thanked the Board members for working with her during her tenure as library director. She expressed deep appreciation for all their efforts to support the library. Board members thanked her for her service and congratulated her on her retirement.

There being no other concerns, reports or questions, the meeting adjourned at 6:15 p.m. The next meeting is scheduled for Tuesday, September 15, at 5:30 p.m. via Zoom.

Action Items:

- Irene will identify the party to whom Amanda Zeiber must send her letter of nomination for Denise and Judi as LDAC rep and alternate.
- Denise will contact Kathryn Kohl to confirm whether or not LDAC has meetings scheduled (either in-person or virtual).
- Board members will send their thoughts on Board member criteria to Carol, and a brief summary of their own skills to Lizzie, and Lizzie will compile these into a list.
- Carol will send out an excerpt from another board member handbook, to serve as a reference as the Library Board fleshes out the section on member duties and expectations, and she will continue to revise her draft procedure for filling Board vacancies.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor

[MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON 9/15/2020]

APPENDIX

Canby Public Library Board: Candidate Selection—FIRST DRAFT

Process:

- City recorder forwards candidate application(s) to Library Director
- City recorder schedules meeting(s) with selection committee and candidate(s) (need to verify this with Melissa)
- The meeting takes place on city premises or uses the city's virtual meeting account
- The selection committee will consist of at least one board member and one non-board member (employee, city council liaison, patron, etc -per Kathleen, check with legal.)
- The process is the same for each candidate
- Interview questions will be limited (2-3) to respect the candidate's time
- All questions will relate to skills and experiences relevant to the work of the board
- (diversity in terms of sex, race, ethnicity, skills, and experiences - this is important and relates to Linda's thoughts about having a variety in terms of expertise on the board – not quite sure how to state this)
- The candidate will be given an opportunity to ask questions
- The committee will share the CPL Board member expectations with the candidate(s)

Question options

- Describe the skills and experiences you possess that would make you an asset to this board.
- How familiar are you with libraries – operations, challenges, opportunities?
- What do you see as the role of the library in the community?
- There are times when board members are needed to support the library outside of regular meetings. This typically amounts to 2-10 hours per year. How would you work this into your schedule? (Denise – does this capture your thought)
- Tell us about your skills and experiences in (insert skill needed on the board).

Important Skills/Experiences for the CPL Board

- Sales
- Finance
- Marketing
- Local government

- Education
- State government
- Grant writing/administration
- Library operations

Wish List for City Support

- Simple pre-screen of candidates – social media, xxx?
- Better website (see Lake Oswego does <https://www.ci.oswego.or.us/boc>)
- Improve the application form

Current Library Board Member Skills/Experiences