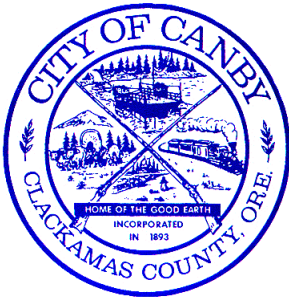


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES February 18, 2020



5:30 PM City of Canby, Willow Creek Conference Room

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

Absent: Roger Reif, Judi Jarosh, Meridian Lattig, Shawn Varwig

The meeting was called to order at 5:30 p.m. January minutes were approved w/amendments, 5-0.

Review of January Action Items.

- a. **COORDINATING WITH CANBY ADULT CENTER ON US CENSUS.** Irene has spoken to Kathy Robinson at the CAC, so the two organizations can share information about the census and how to access it with their clients.
- b. **VOLUNTEER JOB DESCRIPTION FOR BILINGUAL HIGH SCHOOL STUDENTS.** Lizzie has completed a draft, which is waiting for review. Once it's done, it will go to Meridian for immediate dissemination.
- c. **SPECIAL LIBRARY CARD DESIGN FOR BABIES AND YOUNG CHILDREN.** Several other libraries are interested, so LINCC Network is willing to pay for this. A proposal for an art contest has been submitted to KidsComm, so we can have an original image.
- d. **ALREADY SUBMITTED CORRECTIONS FOR LDAC MINUTES OF 9/23/19?** Kathleen confirmed that she has already sent the list of corrections to Kathryn Kohl. She will request the audio of the 1/27/2020 meeting, as well.
- e. **UPDATED BOARD MEMBER LIST.** Irene has sent out the updated list of board members' contact information.

Possible Change in City Administration.

The Board discussed possible plans of action, if City Administrator Scott McClure (currently on administrative leave) is fired. He was supposed to serve on the governance task force for LDAC, representing Canby. The Board discussed the idea of sending a letter of support. The final recommendation was for individual Board members to submit letters as private citizens, if they chose. Another important point to emphasize to the Council is that someone new will have to be approved for the LDAC task force as soon as possible.

Library Board Presentation to City Council.

Irene and Linda will prepare the Board's presentation for April 1. Board members are encouraged to attend the City Council meeting, if possible. Irene reported that the library is in a precarious budget situation right now. But the presentation can focus on what we'd like to be able to offer in the future. A draft of the presentation will be ready for the March Board meeting.

Library District Advisory Committee (LDAC) Report.

See the appended report from Kathleen. The LDAC progress report is due on 2/21, and Irene will meet with Julie Blums (Finance Director) to finish it up.

Library Staff Report.

Irene told the Board about the library's new partnership with local elementary and middle schools. At each school, a red crate in the school library is designated as a LINCC materials return site. These materials will be checked in fine-free. This is an effort to make it easier for kids and families to use the public library, and not be kept away by lack of transportation or fear of fines. So far, patrons have responded enthusiastically.

Irene submitted a proposal to hire a 30-hour Bilingual Services Specialist (at the Library Assistant II classification, not Librarian), which would allow the library to reopen on Sundays. The estimated cost for this position would be \$82,000. She will send out a copy of the proposal to Board members.

A library patron is going to be permanently banned, due to repeated conduct violations. Irene is drafting the exclusion letter and will send it out shortly.

Irene is looking into sound baffling for the children's area. When the ventilation system is idle (most of the day), it's so quiet that patrons can overhear each other's private conversations from across the library. She's getting an estimate, and plans to mention this problem during the City Council presentation.

50% of the fiscal year has elapsed, and the library's spending is on track. Irene is requesting an increase in the Travel & Training budget for next year, an increase in the office supply line, and an increase in the collection budget. Because she expects there to be a shortfall of about \$50,000 she is not sure what's feasible without the city's help.

Teen Liaison Report.

Meridian was absent.

Friends of the Library Report.

- The annual Friends member meeting is this Thursday, 2/20, at 5:30. They need to elect new officers.
- They're sponsoring a ladies' luncheon at the Willamette Valley Country Club on Wednesday, 4/1. Tickets are \$35, on sale at the club. The goal is to raise \$2000.
- The Friends would still like to do a wine walk event, but it's been pushed back to 5/8. They're working on securing sponsors and vendors to host.
- Tyler Francke designed some new branding for the Friends, with variations for the different program series. The logos look great.

Board members' reports, concerns and comments.

Carol reported that Canby's 150th anniversary celebration will kick off on 3/4 at the City Council meeting. She's going to meet with Hanna to figure out the details of the programs in the following months.

Public Comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:30 p.m. The next meeting is scheduled for Tuesday, 3/17, at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Any Board member may submit a letter of support for Scott McClure to the City Council, as a private citizen.
- Irene and Linda will have a draft of the April presentation ready to review at the March meeting.
- Irene will send proposal to hire 30-hour staff person to Board members.
- Irene will get an estimate on sound baffling.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor

[MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON 6/16/2020]

LDAC REPORT TO CANBY PUBLIC LIBRARY BOARD, February 18, 2020

LDAC met as scheduled at 7 pm, Jan. 27 in room 119 of the Development Services Building.

Al Matecko, committee chair, called the meeting to order, then congratulated Katie Newell, Director of the Ledding Library of Milwaukie, on the opening dedication of the new library. Recognition of and congratulations were given to Oregon City's new library director, Greg Williams, formerly LDAC liaison, as he attended LDAC for the first time as director.

The Sept. 23, 2019 minutes were approved with alterations after discussion. Canby clarified the main alteration that a motion was not made during Canby's presentation. Rather the Canby Library Board made the request in the written presentation that LDAC would make the motion as written in the materials handed out to all present.

Planning Task Force updates were made for the Concord Property and Library [Oak Lodge] and for the Gladstone Community Library. Both are moving forward. Oak Lodge Manager and Gladstone Public Library Director Mitzi Olson reported that the staffs have now been combined.

Clackamas County Library Network Manager and LDAC Liaison Kathryn Kohl reported that the **Annual Progress Reports**, F/Y 17-18, 18-19, were now being sent out to library directors.

Clackamas County Library District Task Force: The Library District Task Force had its first meeting Friday, Jan. 24. A doodle poll will be sent out to determine the date of the next meeting. Canby has three representatives: Irene Green, CPL Director, on the Library Services Subcommittee; Julie Blums, Finance Department, the Library Funding Subcommittee; and Scott McClure, City Administrator, main Task Force and the District Governance Subcommittee.

The question was asked by Oak Lodge representative Grover Bornefeld if it was too late to add representatives. The answer was that it was not too late. Each library city is allowed two representatives to the Task Force and two representatives to each of the three subcommittees for a possible total of eight official participants. The meetings are public meetings. Any interested individual may attend as part of the audience.

Old Business: Kathryn Kohl directed members' attention to the **Advisory Board Code of Conduct Policy and Form** document distributed earlier, requesting members sign and return them to her. Canby's and two others have been turned in.

New Business -- Election of Officers: Chair Al (Happy Valley) opened nominations for LDAC Chair. He was quickly nominated, did accept, and was unanimously voted as chair. Gladstone member and current vice-chair Natalie Smith (Gladstone) was nominated, did accept, and was

unanimously voted as vice-chair. The need for continuity of LDAC during the District Task Force was noted, together with the effectiveness and willingness of these two members to continue serving. Members expressed gratitude and appreciation.

Next meeting: The date for the next LDAC meeting was discussed with consideration given to the time and effort required for completion of the Annual Progress Reports by the library directors, the meeting of the Task Force, and spring break. 7 pm Monday, April 13 was agreed upon, at the same place.

Recognition and congratulations were extended to Maureen Cole, retiring Director of Oregon City Public Library. She shared thoughts of her 10.5 years at Oregon City, noting much has changed. She noted that while she has been paid for her work, those of us on LDAC are doing our work without pay for addressing hard issues, the challenges we address. She very graciously expressed her thanks for all our hard work.

Respectfully Submitted,

Kathleen Myron, Canby LDAC Representative
02.13.2020