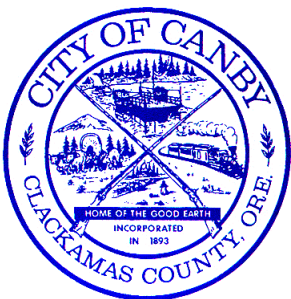


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES January 21, 2020



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

Present: Linda Warwick (chair), Roger Reif, Kathleen Myron, Carol Palmer, Meridian Lattig, Denise Fonseca, and Judi Jarosh via phone (board members); Irene Green, and Lizzie Figueroa (library staff).

Absent: Suzy Stutes, Shawn Varwig

The meeting was called to order at 5:30 p.m. Board members and library staff introduced themselves to the new Board member, Judi. December minutes were approved as written, 4-0 (Kathleen and Judi did not vote). The group discussed the recommended style for meeting minutes, going forward.

Review of December Action Items.

- a. **LETTER OF SUPPORT.** The letter of support got 197 signatures, and patrons continue to sign.
- b. **IRENE AND SCOTT MEET WITH OREGON CITY REPS.** Irene and Scott met with Tony Konkol (City Manager for Oregon City). Per Mr. Konkol, Oregon City is not interested in mediation to resolve the boundary dispute.
- c. **PARTNERING WITH CANBY ADULT CENTER ON 2020 CENSUS.** Irene will follow up with Kathy Robinson at the CAC.
- d. **ADVERTISING LIBRARY PROGRAMS VIA HIGH SCHOOL NEWSLETTER.** Meridian will follow up with high school principal.
- e. **HIGH SCHOOL VOLUNTEERS TO HELP WITH CENSUS.** The high school volunteer coordinator is looking for more internship-type opportunities, which doesn't line up with CPL's needs, except for help with Spanish-language programs. We need a job description to share with the high school, so they can start recruiting.

- f. **PROPOSAL FOR BABY LIBRARY CARDS.** The Circulation Committee didn't meet in January, but Lizzie has submitted this item for discussion at the February meeting.

Library District Advisory Committee (LDAC) Report.

Board members discussed the events of the last LDAC meeting (in September of 2019). Kathleen will figure out whether she already submitted corrections to the draft minutes to Kathryn Kohl. Irene emphasized the importance of sharing the documents in advance of the upcoming meetings.

Library Staff Report.

Irene recently met with Greg Williams, former Deputy Director of Business and Community Services for Clackamas County, new Director of the Oregon City Library. They both hope LINCC can operate as a united front as we pursue a bond measure in the next couple of years. Irene and the other library directors have been asked to give a short presentation on the state of library services in Clackamas County at the task force meeting this coming Friday.

The City Budget Committee will start meeting soon, so Irene is starting to draft scenarios for next year.

The library will hold a training for Census volunteers and library staff in March.

Budget Report.

The library is on track for spending, with 50% of the year elapsed.

Teen Liaison Report.

Meridian reported that the recent drive for hygiene products brought in over 1000 items (between the high school and library combined).

Friends of the Library Report.

Linda reminded everyone that the annual Friends of the Library Member meeting is coming up on February 20 at 5:30.

Irene submitted a larger request for funds to the Friends this year (\$22,800).

Board members' reports, concerns and comments.

Carol reported progress on the 150th anniversary celebration. Several speakers are confirmed. They have a logo, and several community groups will be partnering with the Heritage and Landmark Commission on this.

Irene described some decorative and functional elements of the new Milwaukie Library that CPL might be able to replicate, such as hanging felt shapes for sound baffling.

Judi expressed her appreciation for getting to join the board and attend her first meeting remotely. She'll be back in Oregon in March. Irene will update the Board Member Contact list.

The annual Library Board presentation to City Council is coming up in April, so planning should start soon.

Public Comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:15 p.m. The next meeting is scheduled for Tuesday, 2/18, at 5:30 p.m. in the Willow Creek Conference Room. Roger will be out of town.

Action Items:

- Irene will talk to Kathy Robinson at the Canby Adult Center regarding access to the U.S. Census.
- Lizzie will compose a job description for bilingual high school volunteers.
- Lizzie will poll the other libraries to gauge interest for a LINCC-wide special card design for babies and young kids.
- Kathleen will find out whether she already submitted corrections to the minutes of 9/23/19 to Kathryn Kohl, and request the audio recording of the 1/27/2020 meeting.
- Irene will update the Board Member Contact list.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR

AND LIBRARY BOARD ON 2/18/2020