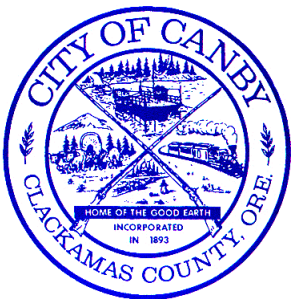


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES November 19, 2019



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

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

Absent: Shawn Varwig, Meridian Lattig

The meeting was called to order at 5:30 p.m. October minutes were approved as written.

Review of October Action Items.

- a. **IRENE WILL FIND OUT WHETHER THE LIBRARY CAN GATHER SIGNATURES FOR A LETTER OF SUPPORT.** Irene has emailed Scott about soliciting patron signatures on a letter of support for the library regarding the service area dispute, and is waiting for a reply.
- b. **DECEMBER DATE FOR LDAC MEETING.** Kathleen reports that a December date has been proposed for the Big Task Force, but not the general Library District Advisory Committee, which is what we were hoping for. The deadline for cities to appoint task force representatives is December 1, and they can't plan a meeting until those names are finalized. LDAC won't meet again until January.
- c. **MEETINGS BETWEEN MAYOR HODSON AND OREGON CITY REPRESENTATIVES.** Irene reports that she's waiting for an answer on this.
- d. **SOCIAL MEDIA STRATEGIES.** Meridian was absent—this item is postponed to next month.
- e. **FRIENDS OF THE LIBRARY FUNDING FOR BABY CARDS.** Suzy doesn't have a final answer yet, but the new cost estimate is much lower than our earlier guesses (\$500 for 3000 cards, compared to \$1000). Denise proposed getting little wooden cutouts shaped like onesies printed with baby-safe ink, and affixing barcode stickers to those as a unique baby card option. Irene will ask Peggy to bring that idea to the Children's Services Committee at their monthly meeting tomorrow.

Library District Advisory Committee (LDAC) Report.

Kathleen reported that minutes from the last LDAC meeting (9/23/19) have finally been made available, although the audio recording is still not up. Minutes can be accessed here: <https://www.clackamas.us/meetings/librarydistrict/library> . CPL Board members expressed frustration that it took nearly two months to get minutes, that those minutes summarize the discussion in a way that seems to negatively misrepresent Canby's arguments, that the minutes packet does not include the supplemental documents provided by Canby's representatives, and that the audio (which had been requested weeks earlier) was still not available. Canby has already identified its task force representatives: Scott will serve on the governance subcommittee, Irene will be on the services subcommittee, and Julie Blums (City of Canby Finance Director) on the finance subcommittee. Kathleen will continue to attend the full LDAC meetings as Canby's voting member, but will not officially serve on the big task force.

In advance of the next LDAC meeting (scheduled for 1/27/2020), Kathleen is compiling a list of corrections to the drafted minutes. One LDAC attendee complained that Canby was "dumping this on everybody at the last minute," even though we have been raising these concerns for some time. CPL Board members strongly feel that the full audio recording of the meeting will corroborate their memories of the discussion.

Library Staff Report.

Irene recently attended a training on the 2020 U.S. Census, and is hoping the library can act as a Census Resource Center (CRC) next spring. The census will be administered primarily online, and the library is well-equipped to help patrons with limited internet access. She plans to book one of the library's meeting rooms for dedicated census use for a week in April, as well as designating several Chromebooks for that purpose (the same way the library handled Summer Reading Program signups last summer). She sees the census as critical to bolstering library support (both in terms of funding and representation in the county), so it's in our interests to make it as accessible as possible. She'd like library staff and volunteers to go through the census training before April, with special emphasis on Spanish-speakers. Linda and Carol suggested that Irene coordinate with Hope Village and the Canby Adult Center, to combine efforts and improve access for populations with limited transportation.

The Board reviewed LINCC-wide statistics, and certain anomalies were apparent. Oregon City Public Library (OCPL) borrows from other LINCC libraries much more than it lends out (the goal is to maintain close to a 1:1 ratio—otherwise, the libraries are not shouldering the burden of collection development equally). Despite this, OCPL's average item cost is the highest in all of LINCC, nearly double that of CPL. In other words, OCPL has a generous book budget, but it's not clear what that's going toward. An imbalanced borrowing-to-lending ratio also means that overdue fines are not being equitably distributed, since OCPL is collecting a disproportionate share of fines on other libraries' materials. Lastly, Irene explained that the OCPL director (due to retire in January) mentioned in an email to her that OC doesn't cut their door counter

numbers in half before reporting them. The Oregon Public Library Standards are very clear about the procedure for counting visits (and the OCPL director helped write those standards), so this is not a gray area at all. That explains why their attendance numbers are the highest in the county by far. Irene shared all these points with the Board as further evidence that OCPL has more funds than it needs or deserves. Denise asked if libraries were subject to any kind of audit. Unfortunately, since each library is independent and autonomous, an audit would be the prerogative of the governing city (or the county, for Oak Lodge Public Library).

Continuing Canby's staff report, Irene shared that program attendance has dropped somewhat. We had excellent turnouts for the Kinder Carnival and Halloween programs, though. After discussing the situation with Doug Erickson (director of West Linn Public Library), Irene is interested in focusing staffing and resources towards fewer, bigger programs—even closing the library to the general public for special events, like WLPL does occasionally. Linda suggested that we add the component of a food drive benefitting The Canby Center to the bigger events, and the rest of the Board strongly approved of that idea. She made an insightful observation: "All the energy we spend hating Oregon City doesn't help us. What helps us is focusing on making Canby better."

Additional staff updates:

- The City is currently doing a background check for the new 20-hour Library Assistant II. This person recently retired from West Linn's Parks and Recreation department, and has lots of programming experience.
- LINCC is developing an eCard option. The idea is that users could apply online for an eCard and get immediate access to certain electronic resources, then they would later visit a library in person and upgrade to a full library card.
- Staff reported very positive takeaways from the All Staff Day mini-conference in October.
- Offering WIC office space in the library has turned out to be a mutually-beneficial partnership. They're able to meet with clients, and the library is getting some new visitors. The WIC employees are also very nice people to work with.
- Lisa Nead is setting up a book group at Hope Village.
- Hanna Hofer recently planned a program on brain health. The presenters from OHSU initially weren't interested in offering the program in Canby because they thought there would be low turnout, but we had 92 attendees. Hanna plans to get those presenters back again in the future.

- Marisa Soltz is now offering a weekly drop-in tech support session, which has been well-received.
- Sadly, our on-call Rachel Kropf is moving out of state, so we have to cancel the Spanish storytime program. We don't have any volunteers with the skills and the availability to take it over.
- The Library Foundation took in \$675 from this year's Film Fest.

The Board reviewed CPL's circulation statistics for the fiscal year so far (from July to October). There are seasonal fluctuations (we always get a bump in new card registrations at the beginning of each school year), but overall, things are fairly steady. The only statistic Irene can't get easily is the number of wifi sessions. DirectLink manages the library's wifi network, but for some reason, that number is difficult to pin down. The study rooms are getting lots of use.

Regarding outreach efforts, Linda commented that she got the impression that the booth at the farmers' market might be a poor use of staff time. It would be a more efficient use of resources to have Friends of the Library volunteers selling books and sharing library brochures, rather than sending two librarians. Irene will consider reconfiguring the farmers' market outreach for next summer.

The Board reviewed the monthly budget report. 34% of the fiscal year has elapsed, and spending is on track. Irene mentioned that she recently had a budget projection meeting with Scott and Julie, and so far, it doesn't look like there will be big cuts to the library's budget for next fiscal year. She thinks it helps that the library shares a building with City Hall—the administrators can see firsthand how much the community relies on us.

Teen Liaison Report.

Meridian was absent—no report.

Friends of the Library Report.

Suzy reported that the Friends were able to find enough hosts for the Christmas Tour of Homes, and it will take place on Saturday, December 14. Tickets are already on sale at the library and at Cutsforth Thriftway. They're still working on the wine walk event for February, but they're hitting some snags with the liquor licenses. Stay tuned for updates.

Board members' reports, concerns and comments.

Carol shared an update from the Heritage and Landmark Commission, regarding their plan to mark Canby's 150th anniversary next year. She has a planning meeting later this week, and hopes to coordinate with Oregon Black Pioneers and the Confederated Tribes of Grand Ronde. She mentioned that Ben Williams recently gave an excellent presentation on the history of

French Prairie, and wondered if he could adapt that for Baker Prairie. The rough plan is for 6 talks or events, including one on the Ice Age floods (recently presented at the library, to a warm reception). The presentations should be held at a heritage site, ideally with drinks and refreshments, so she'll talk to Cutsforth Thriftway, Gwynn's Coffeehouse, and the Backstop about the possibility of sponsorship. Events will go from March to August.

Public Comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:25 p.m. The next meeting is scheduled for Tuesday, December 17, at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Meridian will contact Marisa (soltzm@canbyoregon.gov) about coordinating on the library's social media strategy.
- Irene will follow up with Scott and/or Joe Lindsay to determine whether the library can gather public signatures for a letter of support.
- Irene will talk to Mayor Hodson again about meeting with Oregon City representatives.
- Kathleen will follow up on the request for the audio recording of the 9/23/19 LDAC meeting, and will submit corrections to the minutes to the county recorder.
- Irene will contact Kathy Robinson at the Canby Adult Center about access to the 2020 U.S. Census.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor