

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES October 15, 2019



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

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

Absent: Cameron Jones, Shawn Varwig

The meeting was called to order at 5:30 p.m. Linda welcomed Scott McClure (new City Administrator) to the meeting, and everyone introduced themselves. Scott reported that he had gotten a tour of the Canby Library, and mentioned that he had previously served on the Chemeketa Cooperative Regional Library Service (CCRLS) board. He's currently commuting from Monmouth.

Irene shared a revised draft of the September minutes, which were approved with corrections. Kathleen's Library District Advisory Committee (LDAC) report will be appended as part of the document.

Review of September Action Items.

- a. **IRENE WILL SHARE FINISHED INFORMATION PACKETS WITH BOARD MEMBERS BEFORE THE LDAC MEETING ON 9/23.** These info packets were sent out before the LDAC meeting.
- b. **IRENE WILL DRAFT A TIMELINE OF CPL BOARD'S EFFORTS TO UPDATE SERVICE AREA BOUNDARIES.** Moved to the October action items.
- c. **DENISE WILL RESEARCH BABY-SAFE ACCESSORIES TO GIVE OUT WITH BABY CARDS.** Denise suggested printing something on board pages (those durable cardboard pages used for books for infants). Some items are very expensive. Lizzie shared responses from other LINCC libraries that issue cards to babies: some give out board books or bibs. Not finding any obvious baby-safe giveaway products, the Board will scrap this idea and focus on getting a special design for the baby cards.

- d. **SUZY WILL ASK THE FRIENDS IF THEY WOULD FUND A SPECIAL DESIGN FOR THE LIBRARY CARDS FOR BABIES.** Suzy reported that FOL is willing to pay for a special library card design, but they would like some kind of ballpark figure for the cost. Irene estimated it would cost \$1000. Suzy will bring that number back to the Friends, but thinks it's doable.

Library District Advisory Committee (LDAC) Report.

Irene reported that Al Matecko shared with her that certain parties (who wish to remain anonymous) do remember Oregon City insisting that the disputed area be included in their service area, or they wouldn't join the Intergovernmental Agreement (IGA) back in 2008. Denise commented that CPL tries to put all the LINCC libraries above their own interests, and that it hurts when others don't see things the same way. Kathleen pointed out that there was no acknowledgement of Canby's generosity in bailing out Oregon City. Roger expressed disappointment that a clear timeline wasn't established from the beginning. If that part of the IGA is ever up for revision, a timeline needs to be clearly established for regular revision in the future.

Irene revealed that two key paragraphs of the draft IGA were omitted in the final version. Those paragraphs included a requirement for the service area maps to be revised on a regular basis. There's no way to know, now, whether the City of Canby was aware of this omission at the time. (Oregon City's library director in 2008 was Roger McClure, no relation to Canby's new City Administrator). CPL's director at the time was Beth Saul, right when she was in the process of retiring. It was a transitional period for CPL.

Irene explained that the relevant tax revenue from the unincorporated areas goes into one big pot, then gets allocated based on service patterns. Kathryn Kohl is working on scheduling an LDAC meeting for December. LDAC has agreed to address Canby's service area concerns before the Big Task Force, but the Board of County Commissioners (BCC) has the final say. The immediate priority is for Canby and Oregon City representatives to meet.

Carol offered to write a letter to the editor, and she is trying to persuade her book club members to get involved in this issue. She suggested that Roger present information to the Rotary Club, and she's planning to talk to the Kiwanis. The community should be made aware of this inequity—public opinion could be very influential. Scott recommended asking for a letter of support from the City Council. Linda suggested writing to *The Oregonian*, in addition to the *Canby Herald*. Irene will ask Joe Lindsey (City Attorney) if the library can collect signatures for a letter of support, or whether that would violate the prohibition on political activity. In any case, Board members can begin campaigning as private citizens right away.

The Board reviewed Kathleen's LDAC report (included in these minutes as Appendix A). One interesting point is that Tony Konkol (City Administrator for Oregon City) estimated that the disputed area brings in \$300-350k in library district funds, but didn't explain how he arrived at

that number. The CPL Board has been unable to get any estimates from County staff. Carol reported that Gary Schmidt advised that LDAC formally request a financial estimate from County staff. That was the second part of Canby's proposal at the September LDAC meeting, but the proposal was never brought to a vote.

Suzy asked whether it would be possible to identify library patrons living in the disputed area from address information stored in the ILS (integrated library system, the software that manages all user accounts and checkouts), to get an idea of the user group size. But it sounds like that kind of a search couldn't be automated, and we can't outsource the manual labor because of privacy concerns.

Denise wondered whether Tony Konkol might even be downplaying the estimate. Kathleen pointed out that Canby isn't asking for repayment of that chunk of district funds allocated since the creation of the IGA, just a correction going forward. That point might be useful in negotiations.

Roger reported that Mayor Hodson has said that he plans to meet with Oregon City representatives, but Irene hasn't heard of any scheduled meetings yet. Regarding the Big Task Force, Scott suggested getting additional City staff involved (maybe Julie Blums, the Finance Director).

Irene shared notes from a phone conversation that she and Kathleen had with Joanna Rood (LINCC Manager from the early 1990s through 2012) on 10/2. Those notes are included as Appendix B. Ms. Rood had spoken to Oregon City representatives the day prior.

Library Staff Report.

Irene reported that CPL was closed on 10/14 for All Staff Day, a biannual training day for all of the LINCC staff throughout the county. The keynote speaker was Tricia Brand, Chief Diversity officer for Portland Community College, and she gave two excellent talks. The theme of the event was Diversity, Equity, and Inclusion, and Ms. Brand emphasized the need to address those issues at every level of library service, and in every step of our process.

Disappointingly, CPL did not get the hoped-for grant to pay for renovations to the makerspace. Since the renovations were explicitly to facilitate WIC (Supplemental Nutrition for Women, Infants, and Children) using the library's meeting rooms to serve clients, and WIC is administered by the County, Irene expected the grant proposal to be approved. Furthermore, the County had been paying rent for WIC's previous meeting space, and CPL has been letting them use two meeting rooms all day, two days every week, free of charge. Carol reported that Rick Robinson (former City Administrator) suggested that the County rejected the grant proposal as retaliation for Canby pushing the service area issue. Canby's reputation as a troublemaker might go as far back as the 2018 vote to approve the amended IGA, when Canby was the sole "No" vote (interestingly, several other library directors later confessed to Irene

that they wished they had voted no as well). CPL's Board is very active and aware of the issues at stake, which means not rubber-stamping every proposal.

The library's teen programs continue to have a high turnout. Since the on-call Library Assistant who had been planning and running half the teen programs left (for a full-time job at another library), Karen has gotten assistance from volunteers and other staff, as they're available.

Our 30-hour Library Assistant II Katherine Bethea was hired away by Washington County (to work in forensics, her undergrad major and her main interest). We are very sad to lose her. Irene has reorganized those hours so that Karen will get an increase of 5 hours (from 30 to 35), Marisa will get the same, and Marisa will be promoted to Librarian (she already has her MLIS and has been doing professional-level work for a while). A 20-hour Library Assistant II position will be posted, but it's hard to keep qualified staff in the long run with part-time work.

Teen Liaison Report.

Meridian reported that the school year was underway, and she has been talking to various high school clubs. The Living Room (a county-funded support and social group for LGBTQ and allied youth) has a weekly library program, so she's communicating with the school's Safe Space club to make them aware. And she's still pushing for the school's theater group to lead an improv program at the library, but people are shy. Irene suggested that Meridian meet with Marisa to strategize about social media.

Friends of the Library Report.

Suzy will ask the Friends for \$1000 for a special library card design for babies. The Friends are still seeking additional hosts for the Christmas Tour of Homes—several homeowners who expressed interest after last year's tour have backed out. Linda pointed out that the Friends will help decorate the home, so it's not as big an undertaking as people might think. If they have to cancel the tour due to a lack of participating homes, it would mean an estimated loss of \$2000.

FOL is planning a new project for late February: a Wine Walk! The walk would go down 2nd and 3rd Avenues, and participants would stop at various businesses for wine tasting and chocolate samples. They're currently soliciting donations from local wineries, so the event wouldn't cost the local business owners anything other than staying open a couple of hours later than usual. Tickets would be \$20, and they need to find out whether they could start the walk at the library. Scott suggested having two or more different routes to follow, so the burden on each merchant is spread out more evenly.

FOL has asked to host the spring luncheon at Willamette Valley Country Club again next year. Irene reported that last spring's event was wonderful. They might do a traditional tea party again, or change the theme. Linda suggested asking library staff to give an outreach presentation at the luncheon.

Denise wondered about the feasibility of the Friends hosting a Christmas cookie exchange (or some kind of dessert-sharing event). It would be a festive option for folks without family nearby. Lizzie pointed out that the library is completely vacant on Sundays, now. We'd need to find out whether the lights and heating could be turned on for an after-hours event. Someone suggested involving Deedra Thompson (very active in the Canby Now Facebook group) as a popular draw. Meridian mentioned that FOL might be able to get extra publicity through the Canby Now Podcast, as Tyler Francke is very supportive of the library. If the Friends donated a percentage of the profits to another organization (such as the Canby Center), people might be extra motivated to participate. The event could also collect food donations.

Board members' reports, concerns and comments.

Roger commented that he had recently observed the knitting group working by the fireplace one evening, and the scene looked very cozy and appealing. It's nice to see so many people gathered at the library.

Carol reported that the Heritage and Landmark Commission (HLC) got their budget approved for the 150th anniversary celebration they're planning for 2020. She explained that in 1870, when the Oregon and California Railroad was first incorporated and the tracks were laid through Canby, William Knight began constructing the town's first store—that marked the start of local, modern commerce. In addition, 1920 (the town's 50th anniversary) was the year that the 99E highway went through town. Carol is planning to meet with Scott to discuss the City's involvement, and she's also planning to meet with Hanna Hofer (Adult Programming Specialist for the library) and Jamie Stickel (Economic Development Director for Canby). The rough plan is to hold events from March to August, and end with a time capsule burial. HLC is developing a timeline of historical events in the area—Carol wants to make this an educational experience, as well as a celebration.

Public Comments.

Linda thanked Scott for coming to the meeting. There being no other concerns, reports or questions, the meeting adjourned at 6:32 p.m. The next meeting is scheduled for Tuesday, November 17, at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Irene will find out whether the library can gather signatures for a letter of support regarding the disputed service area boundary.
- Carol will talk to Canby Kiwanis about the service area dispute with Oregon City.
- Kathleen will follow up with Kathryn Kohl regarding a December date for the next LDAC meeting.
- Irene will find out whether Mayor Hodson has any meetings scheduled with Oregon City representatives.
- Meridian will contact Marisa Soltz to coordinate social media strategies.
- Suzy will clarify the request for funds from FOL for baby cards (\$1000).

Respectfully submitted,

Lizzie Figueroa

Library Supervisor

APPENDIX A

LDAC Report to Canby Public Library Board for 10.15.19 Meeting

Canby was well represented at the meeting with board members Roger Reif (audience), Denise Fonseca, Kathleen Myron; Director Irene Green, Mayor Brian Hodson (audience), and Kristine Simpson (audience, resident and landowner in disputed census block #229.01) present and contributing during the discussion.

Chair Al Matecko moved the Canby Presentation to the start of the meeting. Denise and Kathleen gave the presentation followed by discussion among LDAC members, library directors, Oregon City's Tony Konkol (city manager), Canby's Mayor Brian Hodson, county staff, and audience members.

In brief, Oregon City wants a "data-driven process" dependent upon the District Task Force (DTF) process.

Approximately half of the library cities have appointed their representatives, leading to the suggestion that if cities had even one representative, the DTF get started, with additional representatives "catching up" as appointed. It was agreed that all cities have their DTF representatives to the BCC by Dec. 1, 2019 with the first meeting tentatively set in Dec. 2019 or Jan. 2020.

A few notes of individual responses to Canby's presentation:

While Tony Konkol expressed his sympathy for Canby several times, he was adamant in his strong statements that Oregon City does not agree with what Canby presented as written nor does OC agree with the premise that since Canby Public Library works with Carus Elementary, that the Canby School District boundary lines should determine CPL's service area and thus, library district tax receipts.

Oak Lodge LDAC representative Grover Bornefeld displayed the patron usage maps compiled early in the district formation process. Grover pointed out that the service areas actually drawn up for distribution of library tax dollars did not reflect the data shown on those maps. [Canby would have had unincorporated areas east of the city limits, had the usage data been applied when the district was formed.]

Doris Grolbert, Happy Valley director, added the caution that current usage data would likely not reflect Canby's actual library use prior to Canby's having to be closed Sundays and the loss of our Hispanic outreach staff member. Doris expanded on the concern of a downward spiral of use which could result from reduced hours and staff, clearly indicating that those reduced numbers would also result in reducing the percentage of library tax dollars Canby could receive.

Chair Matecko mediated among the positions presented with the result of an agreement among Canby Mayor Hodson, Commissioner Savas, and City Manager Konkol that they would sit down together to consider (as I understood this) the circumstances leading up to how the service area boundaries of Canby and Oregon City were arrived at with the possibility of resolving areas of disagreement.

Mayor Hodson noted that he served on the Clackamas County Coordinating Committee, serving as co-chair, and that he would always sit down for such get-togethers, even if the only result was the participants would drink coffee together. The Mayor's willingness to meet led to City Manager Konkol's also agreeing to meet. This discussion is to occur after Commissioner Savas (his staff) does research among the records from the time of the formation and hopefully, conversations with individuals involved at the time. Commissioner Martha Schrader noted that she was on the BCC at the time, making her a resource for the background information sought. The possibility of a meeting the third week of January 2020 was mentioned.

When Tony Konkol referenced Oregon City not wanting to give up the \$300,000-\$350,000 the city receives from the area in dispute, he did not specify where the figures came from.

Kathleen Drain of Sandy noted that financial information on the disbursement history from the library district taxes would have to be on record and could be obtained.

Al Matecko directed questions to county staff and to Paul Savas about the possibility of pushing the consideration of district service area boundaries to the front of the DTF schedule. It was agreed that this would be possible and would happen.

Throughout the 1-1/2 hour discussion, audience member Jack Frick, Sandy resident, reminded everyone the real issue was that Canby had loaned the disputed areas to financially help Oregon City Library remain open when OC was in danger of closing, and that now Canby needed the financial support of those areas. The response from Oregon City's Konkol continued to be focused on the DTF obtaining data to drive decision making regarding any possible consideration of boundary line review or changes.

The meeting continued another 45 minutes with brief updates on task forces (Gladstone, Oak Lodge – Concord Property), discussion of the Library District Task Force (DTF), and a statement of the timeline for getting the DTF up and running (the July 29 minutes indicated that at the July 1 City Managers meeting, the Business and Community Services (BCS) Department anticipated the earliest start date as “...likely to be September or October, and more likely October.”

[Minutes page 4 of 10] At the Sept. 23 meeting, the revised possible start date for the DTF was Jan. 2020.

LDAC liaison Kathryn Kohl stated she would send out during the first week of October, the Annual Progress Report forms for the two prior fiscal years.

The next LDAC meeting was set for January 27, 2020, with the commitment of county staff to send out a revised Library DTF Timeline before that next meeting.

Respectfully Submitted,

Kathleen Myron

LDAC Representative

APPENDIX B

PHONE CONVERSATION WITH JOANNA ROOD, FORMER LINCC MANAGER FROM 1992(?) – 2012

OCTOBER 2, 2019 AT 3:00 P.M.

- Around the year 2000 a number of libraries were wanting to expand their libraries.
- The Oregon Library Threshold Standards specified that a library should be x amount of sq. ft. if **serving** x amount of people.
- At the time cities only had the population numbers from within their cities. There wasn't any way of accounting for the people who lived outside a city in the unincorporated areas to see what library they used. No one had any idea of who was serving who. MI, Oak Lodge, GL and OC were within miles of each other. It was difficult to determine who went to what library especially in these areas.
- It was not about the money!!! It was about getting more people to serve, so you could make a case using the OLA standards to get a better library.
- It was library directors that pushed this not city managers. Directors had to assure cities that getting people into their service area was not about the money. The only way to get cities to agree was by the directors swearing that it was all about conforming to the OLA standards.
- The rich libraries like LO were fine. Even some of the smaller libraries were okay with their buildings.
- Doris and Joanna started a rough draft using school districts. Using school districts was easy. It was clear to draw maps for areas like Estacada, Sandy, and the libraries farther out in the northwestern part.
- Oregon City served multiple schools. School boundaries in the central strip (Milwaukie, Oak Lodge, Gladstone, and Oregon City) could not be used. It just wouldn't work.
- Decided to make a final draft based on where population would go for services. Wanted to find out where a patron took out a library card.
- The next step was to use larger boundaries (natural boundaries like the Clackamas River for Gladstone and Oregon City)
- Towards the south, Wilsonville (wealthy), Canby and Molalla were all pretty small at the time and doing fine.
- Joanna and Doris needed to do a final tweaking on where people were being served. They used census tracts because at the time the 2020 census had just come out and it was fresh. They also used zip codes and put up a printout of a GIS map of the general area around each library people went to and asked patrons to place a colored dot to indicate where they lived.

- This enabled Joanna and Doris to make a draft of the boundaries. Some coincided with the census tracts and some census tracts had to be divided.
- Again, it wasn't about the money, it was about library directors being able to make the case that they are underserving their users and needed a better (larger and newer) library. It was all about the size of a library.
- Joanna and Doris had horse herding sessions with library directors. Sandy wanted Hoodland which they got. Most didn't care.
- Roger McClure, the 30 year director of Oregon City was pretty bitter. The old Carnegie building flooded and his library was a mess. He absolutely insisted that anyone with an Oregon City address be in his service area.
- Joanna remembers Wilsonville (Steve Turner was the director). He was also the previous director of Lake Oswego. He really wanted everything to work out, so she thinks WV gave a few people to Canby. Again, it wasn't about the money, it was making a case for library services.
- Joanna remembered asking Roger to make a gesture and give Canby some people. She thinks he gave back about 3,000 which were in the urban growth boundary. This is where they split the census tracts.
- Doris made a case to the BCC to discuss the unincorporated taxes being shifted to West Linn and Lake Oswego.
- The levy came up for renewal. The conditions were 5% of the money on population served and 95% on circulation. Circulation floats money to the bigger libraries
- This percentage split was not what the county wanted. The County reset it at 50% and 50% split.
- In 2008, the levies rolled into the county's general fund.
- The county started eating it away. "Counties may divert money to essential services" The sheriff's dept. needed money.
- Joanna had to cut 25% of library staff at network. Let 3 out of 7 people go.
- Oregon City was hit hard. Their city took money back but because they were given money on population served they had some money.
- A lot of libraries did big cutbacks on their book budget.
- In 2004 the district failed.
- In 2008 it passed.
- When the district passed, cities really got involved. City managers now wanted their part of the money for their city as the tax rate was now permanent.
- Two consultants were hired: Himmel and Wilson and another (?)
- Consultant 2 said do away with circulation as the payout basis and instead, disburse the collected tax monies on a population served basis.
- Rich cities (LO, WL and WV) agreed. They didn't care about population served.
- Cities wanted an initial refund of the city property taxes paid back first to each city from which the tax dollars had come. Then disburse the balance of taxes collected to the library cities of the district according to the formula decided upon.

- Milwaukie and Gladstone were screwed. Neither had any increases on assessed values.
- MI wanted the county to get rid of Oak Lodge. Once the county did, the census tract would be split between MI and Gladstone.
- Town Center would go to Sunnyside.
- Canby never changed. They were just there. Canby was not next to any of the county libraries. Everyone knew Oregon City was not going to give up any of the population they claimed.
- Since it is a permanent tax the County can't go out for a regular levy to increase it.
- Joanna said that in 10 years as increases occur, this permanent rate would not be enough.
- Michael Jordan, a commissioner at the time, said they could then go out for a **supplemental levy**.
- The State Library started the Ready to Read Grant which was (is) based on population served. Money was given to the cities and the remainder was given to the county to distribute. This made the maps come into play again as the county needed a way to distribute the money.

IDEAS FROM JOANNA: Add a patron's census tract to a patron's record.