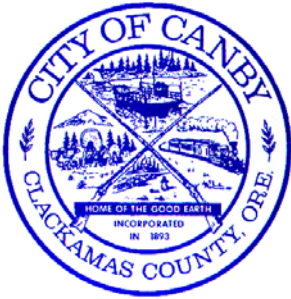


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES February 19th, 2019



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

Present: Kathleen Myron, Roger Reif, Linda Warwick, Carol Palmer, Denise Fonseca, Suzy Stutes, Meridian Lattig (board members); Irene Green (library staff)

Absent: Shawn Varwig (City Council Liaison), Cameron Jones (board member), Lizzie Figueroa (library staff)

The meeting was called to order at 5:35 p.m. Owing to the presence of several newcomers, everyone introduced themselves. Minutes from the regular January meeting on 1/15 were approved as written. Minutes from the special meeting on 1/24 were approved as amended.

Library District Advisory Committee (LDAC) Report.

Kathleen outlined the charges of the Library District Task Force. The Task Force will focus on three primary areas: provision of library services, sufficiency and sustainability of library funding, and administration of the Library District. There will be three standing subcommittees: a Library Services Subcommittee; a Library Funding Subcommittee; and a District Administration Subcommittee. The Library District Task Force will consist of up to twenty-five (25) members. The library cities of Canby, Estacada, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn, and Wilsonville may appoint up to two members each. Each library city shall have one vote on the Task Force. It is anticipated that the Library District Task Force process (including all preparatory work) will last approximately 18 months, with the final presentation to the Board of County Commissioners (BCC) in July of 2020.

Kathleen noted that at the last LDAC meeting, it was recommended, if at all possible, that each city's existing LDAC member stay in place until the task force completes its mission. It would be difficult for a new person capture all the background, knowledge, and relationships formed over the past year. Kathleen said she would like to continue as Canby's representative if all board members agree. Board members voted unanimously to allow Kathleen to continue as Canby's LDAC representative.

There was discussion that the board had previously voted that the Library board would appoint a new representative each year.

Review of January Action Items.

Regular meeting, 1/15:

- Irene will talk to other City departments about splitting the cost of a professional software package to analyze survey results. *(No money in current year's budget)*. Carol noted that it would be good to get it next year for future surveys.
- Roger, Irene, and Kathleen will meet to plan a presentation to City Council in March. *(Still trying to coordinate a date)*
- Irene will send Carol her resume. *(Completed)*
- Board members will review Section 1 of the Oregon Public Library Standards and be ready to discuss at the next meeting. *(Completed)*

Special meeting, 1/24:

- Irene will look up the exact numbers from the people counter for different days of the week. *(Completed, copies given to city administrator and library board members)*
- Irene and Julie will put together several options for library operations and expenditures for FY19/20. *(Completed—More scenarios may be needed.)*

Library Staff Report.

Irene presented one year of statistics from the people counter. The total number of people entering the library from 12/31/17 to 12/30/18 was 131,335. The average number of people entering the library per hour in 2018 was as follows:

- Sundays 44
- Mondays: 38
- Tuesdays: 43
- Wednesdays: 43
- Thursdays: 42
- Fridays: 47
- Saturdays: 43

Irene is still working with Julie Blums, the finance director, on scenarios for reducing the library's open hours with the anticipated cut in next year's budget. A large shortfall is still expected despite the additional money (approximately \$50,000) we will receive from the library district. (The new estimate for FY 2019-2020 is \$932,238).

Irene also discussed the Kanopy trial. Kanopy is a streaming video service. Some libraries in Clackamas County already offer Kanopy. LINCC directors are looking at database usage and there are a few databases that are not proving to be cost effective. LINCC is considering dropping them and possibly replacing some of the databases with Kanopy. Irene sent out a trial membership to library staff and the library board. So far she's received mostly positive comments. Discussion is still continuing among library directors.

Irene said that the Chromebooks are almost ready to be rolled out. Policies and procedures are almost finished.

Irene passed out a contact sheet for library board members. All members confirmed their information was correct; however, board members do not want their personal email or phone number shared with the public. It was suggested that a generic email address be created for the board and its members. Irene will check into doing this.

Oregon Public Library Standards.

The group reviewed Section 1: Governance Standards. Irene passed out copies of the *Library Bill of Rights*, *Policy on the Confidentiality of Library Records*, *Code of Ethics of the American Library Association*, *Access to Library Resources and Services to Minors*, and *ORS 357* that pertains to public libraries.

The board identified several areas that need to be addressed to meet the essential standards:

Essentials Not Met:

1. The library board needs to be trained annually on relevant state and local laws for public officials, including government ethics, public records, public meetings, and contracting.
 - a. Irene will contact Kim and also the attorney general to get information to board members.
2. The library provides continuing education for all board members. Irene mentioned that there is a list serve they can get on. In the meantime Irene will send out information she thinks might be relevant to the board.
3. Board meeting minutes and agendas are made available on the library's website. Denise suggested that the library create a link to the city's website where the minutes and agendas are posted. Irene will arrange to do so with Hanna.
4. Board meeting include a designated public comment period. Irene will add to the agenda each month.

The following were suggested action items from the discussion:

1. The library will work on a new mission statement.
2. The library's strategic plan will be extended to 2023.

3. The library will have polices translated into Spanish.

The board will review Section 2: Staff Standards for the next meeting.

Monthly Budget Report.

Irene reviewed the budget with the group. Overall, spending is on track, with a couple of exceptions that remain in the personnel lines that have been addressed.

Library Operations & Programs.

Irene presented a picture of the wall graphic for the teen room. Two art students from Canby High School have volunteered their time to do the artwork. Supplies will be funded by the Friends of the Library.

The attendance to programs in the teen room has skyrocketed. In January there was a 527% increase in teens coming to programs, compared to January of last year.

Friends of the Library Report.

None due to time constraint.

Board members' reports, concerns and comments.

None due to time constraint.

Action Items:

- The board will review Section 2: Staff Standards for the next meeting.
- Irene will continue to work with Julie Blums, Finance Director, on scenarios for reducing the library's open hours with the anticipated cut in next year's budget.
- Irene will contact Kim and also the attorney general to get information to board members.
- Irene will look into a creating a shared, generic email address for board members.
- Irene will have Hanna create a link to the city's website where the minutes and agendas are posted.
- Irene will add a public comment section to the agenda each month.
- The library will work on a new mission statement.
- The library's strategic plan will be extended to 2023.
- The library will have polices translated into Spanish.

Respectfully submitted,
Irene Green
Library Director