

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES January 15, 2019



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

Present: Roger Reif, Linda Warwick, Kathleen Myron, Cameron Jones, Carol Palmer (board members); Irene Green, Lizzie Figueroa (library staff); Shawn Varwig (City Council Liaison); Meridian Lattig (prospective board member); and Greg Williams (guest).

Absent: No one.

The meeting was called to order at 5:32 p.m. Owing to the presence of several newcomers, everyone introduced themselves. The October minutes were approved as written. (The November and December meetings were canceled.)

Library District Advisory Committee (LDAC) Report.

Greg Williams, Deputy Director of Business and Community Services for Clackamas County, spoke briefly about the current situation with LDAC, which will meet next on January 28. He summarized the events of the last two years relating to Gladstone's attempts to construct a new library building, the plan to join together with the Oak Lodge Library operated by Clackamas County, the lawsuit relating to the use of district funds, and the settlement permitting a new, combined library plan to go forward. Kathleen will attend the meeting as Canby Public Library's representative.

Review of October Action Items.

- a. LETTER OF APPRECIATION. All board members signed the letter of appreciation for City Council.
- b. THANK-YOU NOTE FOR FRIENDS. Kathleen composed a thank-you note for the Friends of the Library for funding the recent improvements to the Teen Room.
- c. INFORMATION FOR POTENTIAL HIGH SCHOOL BOARD MEMBERS. Irene shared information with the school administration, and the school publicized it. (That was how it came to Meridian's attention.)

Recruiting High School Members.

Carol explained her strategy for publicizing the opportunity for a high school student, for the CPL Board as well as other community boards. The high school will save the information for the future. Meridian has submitted an application, and just needs to be officially appointed by City Council. Lizzie clarified the term length for a student—it can last until the student leaves school.

Library Staff Report.

COMMUNITY SURVEY RESULTS. Irene reported that she met with Carol to try to do a closer analysis of the community survey results. Unfortunately, the platform we used (Survey Monkey) is fairly basic, and does not allow for the results to be broken down by age of the respondent. The library might consider paying for the professional version of the software—the cost is significant, but it could potentially be split between various City departments.

PRESENTATION TO CITY COUNCIL. Roger asked whether the board should give another State of the Library presentation to City Council. The one last spring was very well received. Irene suggested that the board make a presentation in March, which would hopefully allow enough time to include a better analysis of the community survey results. Shawn Varwig, the newly appointed City Council Liaison, recommended that we cover the library's budget, users, and general information about our programs and services. Kathleen also mentioned the question of our service area boundaries—at some point, we hope the service maps will be redrawn to more accurately reflect which libraries are supporting which populations. District funds would be reallocated accordingly (CPL contends that it is currently underfunded, based on obsolete maps). Any presentation made by the board should be framed as recommendations, since that is the board's mandate. Roger agreed to meet with Irene and Kathleen to plan the presentation, but Kathleen will be the one to present it, as the current Chair.

MONTHLY BUDGET REPORT. Irene reviewed the budget with the group. Overall, spending is on track, with a couple of exceptions: the on-call line is overspent, partly due to a staff injury that resulted in her extended absence. Consortium fees seem high because that's an upfront cost—it will not increase any more. Lastly, with the community-funded improvements to the Teen Room, Irene had to spend some extra funds to help complete that project. Irene reported that the City is beginning its budget planning cycle this month. Roger asked whether Irene had heard anything about possible changes in next year's budget. Irene had not, but Carol reported that Greg Parker implied that revenues would be steady for the coming year, so that's good news.

LIBRARY OPERATIONS & PROGRAMS. The board reviewed Irene's bimonthly report for November & December. The library's people counter has been having some issues. Teen attendance has increased a significant amount, probably due to a combination of more programs and a more comfortable space. Irene explained that because of noise complaints

from the adult computer users, we recently moved the teen computers into the Teen Room (and added one additional computer), and moved the children's computers further into the Children's Area. This change has done a lot to decrease noise levels and the problem of kids and teens overflowing onto adult computers. Irene observed that the numbers for Mobile Printing have climbed steadily since its launch.

COLLECTION SHIFT. The library is working on a big collection shift. The DVDs will be moved next to the Information Desk so staff can keep a closer eye on them, which will hopefully cut down on theft. In order to make space by the Info Desk, all the other collections will be shifted back, and some collections are on temporary shelves and tables right now. The library will be closed on January 21 and 22 to complete this shift, and will open at noon on the 23rd. We cannot afford security gates, and even if we could, the necessary wiring is not available near our front doors. Linda and Roger suggested posting mirrors as an additional deterrent.

Several board members commented on the big drop in children's program attendance. Our best guess is that it's due to a smaller number of programs in 2018, compared to 2017. Overall, though, the variety and quantity of our programming has increased. Hanna recently changed the monthly calendar format. Now, each calendar covers two months at a time, and there are separate calendars for kids', teen, and adult events. This way we have the space to include a bit more information about each program.

LIBRARY FOUNDATION. Irene mentioned that the Foundation has been extremely active in developing and supporting new programs geared towards middle-schoolers. There was the Canby Eagles Avionics Club, the ongoing Hour of Code program, and a new group called Numbering Divas (a group for girls focused on math). Each program has been well attended—there's clearly a lot of demand.

LIBRARY OF THINGS. Another big project coming up is the Library of Things (abbreviated LoT). The Clackamas County Department of Sustainability and Waste Management is providing grant money for the project. "Library of Things" describes a circulating collection of non-traditional materials or equipment. Libraries that have these collections check out things such as gardening tools, cake pans, sewing machines, telescopes, button makers, and other specialized equipment that many people would like to try but can't necessarily afford to purchase. Several LINCC libraries are going to start their own LoT collections. Canby will receive \$2,800 in grant funding for the project. There's currently a survey on the catalog website (www.lincc.org) asking for suggestions for the type of equipment we should purchase. Irene emphasized that the City of Canby wants to avoid purchasing equipment that might open us up to serious liability (i.e. nothing dangerous). Because of similar concerns, the LINCC libraries have agreed not to send these items back and forth; LoT equipment must be checked out at and returned directly to the owning library. We're hoping to launch this in March or April.

The library has purchased 20 Chromebooks (inexpensive laptops that can run a limited range of programs) for in-library use. To begin with, they'll be used for classes. We've had regular requests for computer classes since expanding our hours (we used to offer classes before open hours on our late days, so attendees could use the bank of public computers), but couldn't accommodate them until now. Angelica also recently started a computer class in Spanish on Saturday mornings, which is already full. And Katherine and Marisa have been wanting to offer a class on social media, in addition to more basic computer topics.

FACILITIES ISSUES. The library had "welcome/bienvenido" lettering installed on the front window, which sends a positive message to our community. We've also been registered on the Bike Friendly guide by Travel Oregon. In December, patrons donated a lot of toys and food for the Kiwanis holiday drive. We've had some facilities problems (the fireplace isn't working, the HVAC system has been leaking from the ceiling), but Public Works staff are working on them. Also, a P.W. staff person recently painted several of our small rooms, and they look much nicer now!

STAFFING CHANGES. Angelica has accepted a position at Cornelius Public Library. She completed her MLIS a few months ago, and this new job is a professional-level position in a town with 50% Spanish-speaking population. It's a great opportunity for her, but it will be a big loss to CPL. She has developed a robust lineup of programs with active volunteer support, sizable collections, and strong relationships in the community. Irene tried to persuade her to stay by reclassifying her position at the Librarian level (she was hired as a Library Assistant II), but that didn't work. It does mean, however, that we can post the open position at the higher class, which should help attract more experienced candidates.

Also, Kathi Kelso is retiring. She officially resigned from her page job at the end of December, but has been filling in on an on-call basis until we can hire a replacement. Interviews are scheduled for next week.

Friends of the Library Report.

Linda reported that the Friends are looking for new board members. She reported that the Christmas Home tour was a great success. They have lots of new volunteers, and are planning a group volunteer training session this week. Irene praised Joyce Ares for getting the new cabinets ordered and installed within weeks of the fundraiser. Lastly, the FOL now have a PayPal link on their website, for convenient donations.

Board members' reports, concerns and comments.

Irene shared an application for one of the vacant board member positions (for residents of the unincorporated areas). We hope that City Council will appoint her shortly, along with Meridian.

Kathleen expressed concern about cracks in the lobby floor. We believe they have been there since shortly after the building was built, and are not an urgent issue. Furthermore, board members were reminded on an earlier occasion that facilities issues are outside of their purview. If they wish, they can bring this concern up with the City Administration as private citizens, but not as members of the Library Board.

Carol reported that she has a meeting next week with the Kinsman Foundation, which awards grants in support of the arts, culture, and humanities. She suggested that we try for one of their smaller grants, which range from \$500 - \$2000, and have a quick turnaround for funds disbursement. The board and Irene responded enthusiastically to this proposal.

Carol further reported that she plans to nominate the Oregon Women's Heritage Trail for the Oregon Heritage Commission's Excellence Award. She needs Irene's resume for this. If other board members want to get information about upcoming opportunities like these, she recommends subscribing to the Clackamas County Heritage Council's newsletter.

Finally, the board decided to review the new Oregon Public Library Standards the same way they did last time, in sections. Irene asked board members to review Section 1 (Governance Standards) before the next meeting. Please note any areas where CPL does *not* meet the essential standard (to their knowledge). The Standards can be found at <https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-091718.pdf>

There being no other concerns, reports or questions, the meeting adjourned at 6:31 p.m. The next meeting is scheduled for Tuesday, February 19, at 5:30 p.m. in the Willow Creek Conference Room.

Action Items:

- Irene will talk to other City departments about splitting the cost of a professional software package to analyze survey results.
- Roger, Irene, and Kathleen will meet to plan a presentation to City Council in March.
- Irene will send Carol her resume.
- Board members will review Section 1 of the Oregon Public Library Standards and be ready to discuss at the next meeting.
- Kathleen and Shawn will meet to interview the board applicant.

Respectfully submitted,
Lizzie Figueroa
Library Supervisor