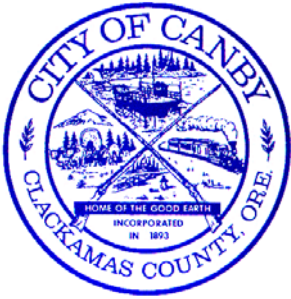


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES October 27, 2020



5:30 PM Virtual Meeting

Present: Carol Palmer (chair); Linda Warwick, Kathleen Myron, Denise Fonseca, Suzy Stutes, Judi Jarosh, Jessica Hines, Meridian Lattig (board members); Danny Smith, and Lizzie Figueroa (library staff).

Absent: Shawn Varwig

The meeting was called to order at 5:32 p.m. September minutes were approved as written.

Review of September Action Items.

- a. **CAROL WILL SEND REVISED SELECTION PROCESS AND BOARD MEMBER EXPECTATION DOCUMENTS TO DANNY.** Carol forwarded the documents to Danny, who then consulted Melissa Bisset (City Recorder). Melissa would like to discuss this with Carol, and expressed concerns that this might be very similar to a prior (unsuccessful) effort to alter the Municipal Code.
- b. **CAROL WILL SEND UPDATED SKILLS/EXPERIENCE DOCUMENT TO ALL BOARD MEMBERS FOR FINAL UPDATE.** Board members received the document. If they have any further changes to suggest, they should send those to Lizzie.

Code Change.

Board members discussed the proposed revision to the Municipal Code. Part of Section 2.20.040 currently reads "Any Board member failing to attend 3 consecutive Board meetings without approval of the Board chairperson may be removed by the City Council and a new member appointed to complete the unexpired term." The Library Board proposes changing the line to "Any Board member failing to attend 3 Board meetings in a calendar year, without approval of the Board chairperson, may be removed by the City Council and a new member appointed to complete the unexpired term."

The Board voted unanimously (7-0) to move forward with this proposed change. The next step will be for Carol to meet with Melissa Bisset.

Library District Advisory Committee (LDAC) Report.

Denise reported no updates on LDAC meetings or the Big Task Force. This is frustrating for the Board, as Canby's request for a service area boundary review was supposed to be at the top of the task force agenda. After some discussion of next steps, the Board agreed to wait for now—the new City Administrator will start in November and have some higher-priority issues to tackle first, plus the makeup of the Clackamas County Board of Commissioners might change in January (depending on the outcome of the upcoming elections).

Danny is planning to meet with Scott Archer (incoming City Administrator) soon, so he can discuss the topic and potential next steps. One significant barrier to pursuing the issue is that no one has been able to confirm exactly how much funding is at stake.

Library Staff Report.

As one of her final actions before retiring, Irene Green started the promotion process for Marisa Soltz, and Marisa is now officially the library's Reference Supervisor! Now that Marisa and Lizzie are at the same classification level, they will share management responsibilities (Marisa might attend Board meetings in the future), and Lizzie's new title will be Circulation Supervisor.

Miscellaneous updates:

- Danny discussed plans for a new bimonthly report format (for the Mayor and City Council).
- The "window shopping" displays in the library's front windows have been quite popular with patrons.
- Curbside pickup has moved inside the Willamette Room for the cold weather season (no change to the hours). The library's reopening plan is still being revised. On the recommendation of the Oregon Health Authority, the quarantine period for returned materials was recently reduced from six days to 24 hours.
- Marisa recently created several Antiracist Book Bundles, which include nine books across various genres and for different age groups, on the topic of racism and prejudice.
- The Library of Things has recently begun circulating again, after a hiatus for the first part of the COVID closure. The waiver procedure has been modified for COVID safety.
- Circulation numbers for both curbside and eBook checkouts continue to grow steadily.

- The library website will get a major overhaul soon. The new website will be on the Municode platform (similar to West Linn, Wilsonville and Tualatin Libraries). Hanna Hofer has done a lot of work on this project.
- Now that final numbers are in for the Summer Reading Program, we know that Peggy Wickwire distributed 500 craft & activity bags, and another 500 giveaway books. Thanks to the Friends for their generous sponsorship.
- The annual statistical report for Canby Public Library was completed and submitted to the State Library of Oregon. State Library of Oregon is expecting low numbers, missing information, and some new types of data etc. from public libraries everywhere for the next 1-3 years, due to COVID disruptions. The final public report will be posted to the State Library website once they've processed all the data:
<https://www.oregon.gov/library/libraries/Pages/Statistics.aspx>

Teen Liaison Report.

Meridian has been testing different online platforms for teen engagement. Discord might be a good option for homework help or trivia events. Meridian will send out a link.

Friends of the Library Report.

Linda reported that the Willamette Valley County Club is hosting a Friendship Day Golf Tournament on November 7th. Half the proceeds will go to the Canby Center, and the other half to the Friends of the Library. The Friends are also starting to plan the Winter Reading Program with Hanna for this year.

Board members' reports, concerns and comments.

Linda has heard comments from several acquaintances about the difficulty of getting eBooks through the library. Board members suggested adding a tutorial section to the new website. Lizzie will send out an overview of the different eBook services to Board members, for their reference.

There being no other concerns, reports or questions, the meeting adjourned at 6:22 p.m. The next meeting is scheduled for Tuesday, November 17, at 5:30 p.m. via Zoom.

Action Items:

- Carol will meet with Melissa Bisset regarding the proposed change to Municipal Code Section 2.20.040.
- Meridian will share information about Discord and possible applications for library teen programs and services.
- Lizzie will send out an overview of the library's eBook services.
- Kathleen will drop off at the library for Denise to pick up the Library District Distribution Notebook (records from 2009/10 to present) and most recent District FY 2019/20 and FY 2020/21 adopted budget reports, in preparation for when LDAC resumes meeting.

Respectfully submitted,

Lizzie Figueroa

Circulation Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON
NOVEMBER 17, 2020.