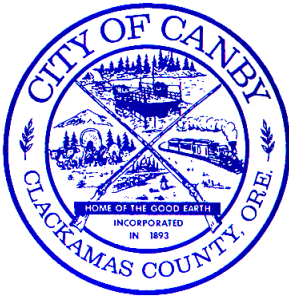


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES November 17, 2020



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 5:30 p.m. October minutes were approved with corrections.

Review of October Action Items.

- a. **CAROL WILL MEET WITH MELISSA BISSET TO DISCUSS THE PROPOSED CHANGE TO MUNICIPAL CODE SECTION 2.20.040.** Carol spoke with Melissa, who encouraged her to bring this proposal to a City Council meeting. Carol made the suggestion at the November 4th City Council meeting, and the councilors were supportive. It will have to have a second reading at the next City Council meeting, then the amendment can be adopted. (Separately, Carol also sent the updated Board member procedure and expectations documents to Melissa for her review, but this is not a high-priority project.)
- b. **MERIDIAN WILL SHARE INFORMATION ABOUT DISCORD.** Meridian sent out an overview of Discord, an online chat & VoIP platform. While it does have some promising features, several other Board members expressed concerns about security risks if this were used for teen programs hosted by the library. Board members thanked Meridian for her contribution, and she will continue to research other possible applications.
- c. **LIZZIE WILL SEND OUT AN OVERVIEW OF THE LIBRARY'S EBOOK SERVICES.** Lizzie sent out a summary of LINCC's eBook services, including resources for beginners. If Board members have any further questions, they should contact the library's reference staff.
- d. **KATHLEEN WILL TURN OVER THE LDAC FINANCIAL RECORDS TO DENISE, AS THE NEW LDAC REP.** Kathleen brought the Library District Distribution Notebook (FY09/10 –

present) and Adopted Budget Reports (FY 19/20 and 20/21) to the library, and Denise picked them up.

Meeting Schedule.

Danny reviewed the Canby Municipal Code (**§ 2.20.090 Meeting place and time**) and discussed meeting frequency and requirements with the board: “Unless and until another place is assigned to it by the City Council, the Library Board shall maintain its office, hold its meetings, transact its business and keep its records at the library. The Library Board shall meet at least once every other month.”

Danny proposed that the Board move to bimonthly meetings, skipping December and starting again in January. Danny would like to start the new year with some board development activities to determine what the priorities and goals of the board will be moving forward. These would need to be in alignment with Library and Council goals. Board members approved this, and agreed to revisit the meeting schedule in six months (May 2021).

Denise suggested that Board members share 1-2 goals for the new year, in advance of the January meeting. Carol suggested reviewing the library’s strategic plan and comparing it to the City’s goals. Lizzie will send out the strategic plan.

As of the January 2021 meeting, Marisa and Lizzie will begin a rotation in which they’ll each attend every other meeting. Please include Marisa on all Board-related emails in the future (soltzm@canbyoregon.gov).

Danny reported that Scott Archer would like to attend a Board meeting, probably in January or March. Carol also suggested that the Board extend an invitation to the incoming City Councilors as well (Chris Bangs and Jordan Tibbals). Shawn Varwig, the Board’s City Council Liaison, might find it easier to attend if he’s given a dedicated time slot, early in the agenda. Board members would like to be kept up-to-date on City Council news, and this way, Shawn would have the flexibility to leave before the end of the meeting.

Library District Advisory Committee (LDAC) Report.

Denise reported no news on LDAC meetings or the task force. Danny reminded the Board that as a public employee, he is not in a position to advocate for any particular outcome. The Oregon Elections Division is quite clear in its limitations for public employees. For more information, review OAR 165-013-0030 or <https://sos.oregon.gov/elections/Documents/restrictions.pdf> . After speaking with the Canby city attorney and administrator, Danny has been directed to utilize the task force as the mechanism set forth by the County, to address the service area boundaries, rather than pushing for this issue to be resolved separately.

Danny reported that, based on best estimates, the amount of funding at stake might be around \$100,000. But he pointed out that, even if Canby Public Library gains the population in the Carus area, similar numbers might be lost in other border areas, making it a financial net wash. There are a number of unknowns here necessitating a much more comprehensive analysis of the current boundaries and how any proposed changes may impact revenues.

Denise pointed out that, regardless of Board members' opinions on the boundary question, they find it frustrating that the Big Task Force is so far behind schedule. Even before everything was paused due to the COVID pandemic, LDAC had repeatedly pushed back the start date for the Big Task Force because various libraries had not designated representatives by the original deadlines. However, there's not much to do but be patient and let the process play out.

Library Staff Report.

Danny asked whether, now that the Board would be moving to bimonthly meetings, they would be satisfied with the bimonthly report that he prepares for City Council every two months, which includes statistics and other library updates. This report would be sent to the board members prior to the upcoming meeting for review. Instead of Danny reading the report out loud at each meeting, board members would be invited to ask questions or seek additional clarification on any topics of interest. Board members agreed that this would be fine.

Spending is a little under budget, since the library is operating with shorter hours and a much-reduced program lineup. As of October 31, 34% of the fiscal year had elapsed.

Following up on the news of Marisa's promotion to Reference Supervisor last month, Danny reported a solution to the problem of not having an office for her: he will move to a vacant office upstairs, and Marisa will take his former office in the library. Not only will both library supervisors now have an enclosed space for confidential conversations, but it will be to the library's advantage for the director to work alongside other City managers and administrators.

Danny reported that new OR-OSHA requirements for COVID protection go into effect tomorrow, and the library is scrambling to comply as quickly as possible. CPL is already complying with 90% of the rules, but that needs to be documented. Staff will also be split into two cohorts, non-overlapping, with half of the group working from home each day. This is just waiting on tech support (laptops need to be set up with special software so staff can receive calls and work from home). The library will continue to offer the same level of service to the public—curbside hours and procedure are not changing.

Linda asked about Friends of the Library volunteers working in the library. Lizzie explained that 1-2 FOL volunteers can still come in at a time, but they'll have to be assigned to a cohort and not come in on the other days.

Danny shared a snapshot of the new library website. The layout is much cleaner and more attractive than the current site. Staff are working on composing the content for each page, but it probably won't be finished for a number of months.

Teen Liaison Report.

Meridian did not have much else to report, besides her research into Discord. She will continue to pass along library news to Canby High School administrators, for general dissemination.

Friends of the Library Report.

Linda reported that the recent fundraiser at Willamette Valley Country Club raised \$5000 for the Friends. They've sold a few books through Facebook, but that's not a significant source of revenue so far. It is useful to keep the Friends in the public eye, though.

Board members' reports, concerns and comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:18 p.m. The next meeting is scheduled for Tuesday, January 19, at 5:30 p.m. via Zoom.

Action Items:

- City Council is expected to read the Board's proposed amendment (to Municipal Code section 2.20.040, regarding attendance) at a second meeting, then vote on whether or not to adopt it. Carol will report on their progress.
- The Board will move to a bimonthly meeting schedule, with the next meeting in January. This change will be reviewed after six months (in May 2021).
- Lizzie will send out the library's strategic plan to Board members.
- Carol will invite the new City Councilors and City Administrator to attend a Board meeting. Carol will also offer Shawn a dedicated time slot on the Board meeting agenda, if he's interested.

Respectfully submitted,
Lizzie Figueroa
Circulation Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON
1/19/2021.