

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES March 8, 2016



6:15 PM City of Canby City Hall Meeting Room

Present: Roger Reif, Linda Warwick, John Smith, Kathleen Myron (board members); Irene Green, Lizzie Figueroa (library staff); Tracie Heidt (City Council member); and Rick Robinson (City Administrator).

Absent: Cathy Whiting, Todd Rocha

The meeting was called to order at 6:15 p.m. February minutes were approved with one typo corrected.

New Library Planning Update.

Rick reported that the building project is on schedule and still on budget. They're making last-minute decorating decisions. All of the critical building materials have been delivered. The exterior walls of the library section are almost done. Rick explained that the construction site could not be toured by the general public, but that Library Board members might be able to take a guided tour one at a time. The construction foreman is Greg Yoder.

Friends of the Library Report.

Linda reported that the Friends are starting to plan for their annual July 4th sale. They're also planning to participate in the Garden of Art Festival in September. They're looking at different shelving options for the bookstore in the new library. The City is ordering shelving for the library collections separately, but they'd like to have the two types of shelves be fairly uniform. The Friends voted to raise \$15,000 for a reference/info desk.

John asked about library participation in the Fourth of July parade, but Irene pointed out that asking staff to work on a holiday would cost time-and-a-half. John pointed out that it would be a good opportunity to advertise the library.

Irene reported that Joyce Ares had identified ambiguous wording in the Municipal Code. The language might present a problem for gifts that are intended to be used for the library. To clarify the ambiguity, Rick composed a letter that explicitly states that funds donated to the

library will be budgeted according to the wishes of the donor. He's going to propose an amendment to the Municipal Code at the next City Council meeting.

Rick speculated that once the urban renewal bond is paid off, there might be funding available for the library.

Review of February Action Items.

- A. **FEE WAIVER FOR E-FLYER DISTRIBUTION.** Irene learned that the library will, in fact, get a waiver for the normal \$25 fee per flyer that is distributed electronically to schools via the new Peach Jar software. The school did not address concerns that families with limited internet access will not receive flyers.
- B. **STRATEGIC PLANNING OUTLINE.** Irene shared a rough outline of the steps involved in the strategic planning process. She also shared a draft list of demographic groups to include in the focus group stage. She also shared steps for the Library Board's own strategic planning process. She agreed that the library should complete its strategic plan first, before the Board begins theirs.
- C. **SCHEDULING OF LDAC MEETINGS.** The Board of County Commissioners is still polling the current members to decide on a better day to meet. They can't move forward on any issues until they have enough voting members able to attend the meetings.
- D. **BOARD MINUTES DEADLINE.** The first draft of February minutes was available at least one week before the March meeting, as requested.

Library Staff Report.

Irene reported that she had made a formal budget request to the Friends of the Library, and they approved a donation of \$15,800 for fiscal year 16/17.

She shared the bimonthly report on library usage, but the software program that tracks statistics has been down system-wide, so she did not have circulation numbers for February.

Irene reported that during the month-long dollar-for-dollar fine forgiveness campaign, the library took in approximately \$2800 in fine payments and \$580 for lost materials, and waived about \$2500. She is still waiting for the final number of patrons whose accounts are no longer blocked (because they managed to pay their balances down below the \$25 threshold).

The staff computers used for circulation are on their last legs. They're running Windows XP, which is no longer supported, and we cannot update software (including the firewall) on the obsolete equipment. One computer recently died completely, and the remaining five might quit at any time. The recently donated computers from Canby Telcom are in constant use as public internet stations. The new printers for staff and public are an improvement on the patchwork

printing system the library had before, but there have been some connection issues. LINCC's Network office is working with the City's tech staff and Pacific Office Automation to get the new printers properly connected. Irene further reported that the library's wifi bandwidth has been upgraded from 5 to 30 GBs.

Relating to RFID, Irene reported that the LINCC directors decided to extend the deadline for implementation to next fiscal year. The timeline to have everything researched, tested, selected, and set up by September 1 of this year was too tight. The new finish date will be sometime between January and June of 2017, but the exact date cannot be determined until LINCC is further along in the research process. The September deadline was initially chosen in order to coincide with the new libraries in Canby and Oregon City, which will open in the fall. Because of this delay, the Canby Library will not have RFID self-check machines in place on opening day, and will have to figure out something else to take their place for a few months. Funds that have been donated specifically for self-check machines will be held until later.

Josue Valverde is developing a value calculator to post on the Canby Library website. Users will be able to see how much they're saving by borrowing materials from the library. The Estacada Library has a similar calculator on their website.

Irene reported that the library's citizenship class is again full, with a waiting list. The Bilingual Services Specialist, Angelica Novoa de Cordeiro, has received valuable support in these classes from five volunteers.

Relating to children's programming, Mayor Hodson presented a storytime as part of the library's celebrity storytime series. A police officer and K-9 unit will present another storytime on March 19, and the Fire Department is sending a representative in April. Irene reported that the library is trying to coordinate with the Canby School District on Summer Reading, so the two organizations don't duplicate work and create competing programs. And the early literacy challenge "1000 Books Before Kindergarten," which recently passed the one-year mark, has over 220 participants and 2 finishers so far. Irene's trying to start a read-to-the-dog program, but there's a long waiting list for the specially trained dogs from Columbia River Pet Partners. Once a dog is available, the library can get the program up and running quickly.

The library will send three staff members to the Oregon Library Association conference in Bend in April: Lizzie Figueroa, Karen Batridge, and Lauren Hershey.

Irene lastly reported that she's developing a procedure to deal with biohazard-type messes at the library, which she does not want staff to have to handle. Extreme cleanup situations can be outsourced. She's also setting up a notebook for better communication with the regular custodial staff.

Board members' reports, concerns and comments.

There were no other reports.

There being no other concerns, reports or questions, the meeting adjourned at 7:05 p.m. The next meeting will be Tuesday, April 12. Linda will be out of town.

Action Items:

- There were no action items for March.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor