

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES June 7, 2016



5:00 PM City of Canby City Hall Meeting Room

Present: Roger Reif, Cathy Whiting, John Smith, Kathleen Myron (board members); Irene Green, Lizzie Figueroa (library staff); and Todd Rocha (City Council Liaison).

Absent: Linda Warwick, Rick Robinson, Tracie Heidt

The meeting was called to order at 5:00 p.m. May minutes were approved as written, and April minutes were re-approved by a vote of 4-0.

New Library Update.

Rick being absent, Irene reported that shelving has been ordered. However, it cost more than anticipated due to BOLI-dictated labor rates. Amanda Zeiber talked to Harris Workstations and was able to negotiate a discount, so they are within the affordable range, but it was an unpleasant surprise. The shelves for the Friends of the Library bookstore have also been ordered, as well as the central information desk. The information desk price also increased by about \$800, which the Friends could not cover, but Irene was happy to report that the Foundation has agreed to cover the difference.

The target date for a grand opening is still September 16, although there may be an advance event organized for donors.

The cost for the simple L-shaped accounts desk was estimated at about \$9000, far higher than Irene had expected. She's currently trying to find funds for that, or the library will have to open with a temporary desk in place. Separating account services (new cards, fine payments, help with checkouts) from information services (reference questions, readers' advisory, and technology assistance) is a very high priority, and cannot be accomplished unless we have separate service desks.

Library staff and members of the Friends recently got a last-minute opportunity to tour the building. Photos from the tour are available on the library's Facebook page (<http://bit.ly/1PG0jgn>). Board members requested a tour, if possible. Roger asked whether the

City offices are planning to move and open on the same timeline as the library. Irene will find out.

Irene further reported that the library has been working hard to weed its collections in advance of the move, in order to save space and not waste money on RFID tags for materials that would be weeded soon after. Materials are being weeded for poor condition, low circulation, and outdated information. So far, the total collection size has been reduced from about 68,000 items to about 62,000 (still a good size for a town of Canby's population). Selectors are also trying to use UP the last of the purchasing budget before June 30.

Roger asked about the moving process. Irene reported that the City is obtaining estimates for professional movers, and we expect to be closed for about a week during the transition.

Friends of the Library Report.

Linda being absent, Irene reported that the Friends are consistently bringing in approximately \$1100 each month in bookstore revenue. They're also preparing for the big annual Fourth of July book sale.

Library District Advisory Committee (LDAC) Report.

John reported that LDAC is trying to sort out the Intergovernmental Agreement (IGA) right now, and find common ground among libraries in vastly different circumstances. Irene added that the Board of County Commissioners (BCC) is considering opening up the Master Order, to allow libraries to use district funds for capital improvements. The next LDAC meeting will be Tuesday, July 14, at 7 pm at the County offices.

Library Board Candidate Update.

No applications have been received yet. Board members have spoken to several interested parties, but so far no one has committed.

Review of May Action Items.

- a. Library Policy Manual. Irene reported that Joe Lindsey (City Attorney) had reviewed the manual and alerted her to several areas that need to be revised. The most urgent is working out a procedure for staff to follow when the library has RFID gates in place, and the alarm goes off. Library staff may not search a patron's belongings without their consent. Other areas in need of revision include the dress code and the gift acceptance policy.
- b. "Charges for Services" line on budget. Irene tried to ask Haley Fish (Finance Director) what that line represents on the budget, but Haley has been on jury duty for a few weeks. This item will be revisited next month.

Library Staff Report.

Irene reported that reference statistics are increasing. Roger asked for clarification—whether the Reference category includes directional questions. Irene explained that directional questions are tracked in a separate category (“Operational”), and Reference refers to questions that require staff expertise or use of the catalog or other resources to answer.

The library held a focus group on May 17, and nine people participated. Priorities for the library that the participants identified included:

- Quiet areas and study rooms
- Equipment for converting VHS to DVD
- More programs
- Involvement with the senior center

At an additional meeting during a regular book group session, participants discussed the role of the library in the community as well as additional goals:

- Serve as community’s living room
- Involve the senior center
- Improve the catalog
- More technology classes
- Have a book return at Fred Meyer
- Have staff in the stacks, not just at desks

All these responses and ideas (and more) will be incorporated into the library’s strategic planning process.

Irene reported that LINCC Network will be providing a new email system that allows each library to have shared folders for its staff. This would be a huge improvement, because currently the library staff computers are half on the City network (with shared folder access), and half on the LINCC network (with no folder access). It would be more consistent and efficient for all staff computers to have the same access (so staff can work on individual projects while on the information desk, for example), and would be much more affordable than paying for City IT services.

BLUEcloud Analytics is a new program that LINCC Network is using to run reports and gather usage statistics. It’s a complex program, but staff are finally figuring out how to get the information they need.

LINCC Network is also planning to test RFID tags and equipment later this month, and library staff will be attending. The RFID (radio frequency identification) conversion will take place sometime between January and June of 2017.

Irene reported that Peggy Wickwire, Angelica Novoa de Cordeiro, and Lauren Hershey visited every school in the area and spoke to about 500 kids about the Summer Reading program. Sign-ups started at the library on June 1, and so far about 275 kids have signed up.

Irene shared possible images of a commemorative library card that she'd like to sell when the new library opens. This plan will depend on the Directors Group, as well as the costs involved.

Board members' reports, concerns and comments.

At the July meeting, Board members will elect a new chair and a vice-chair. Today marks Cathy Whiting's last meeting, after 8 years of serving as a Board member. Roger and Irene both expressed their deep appreciation for her service and support.

John Smith raised the question of ways to advocate for the library in the community. He proposed that the Board consider meeting at other community locations, even outside of Canby, to better connect with the users in the unincorporated area. Kathleen Myron suggested combining the Board meeting with a community potluck dinner. However, some Board members were concerned that there might be a requirement that the meetings be held at the library (once the library has a meeting space). And Roger further pointed out that the role of the Board is not really to do outreach in the community, but to advise Irene on policy and decisions. Irene will find out whether the board is required to meet at the library, or whether meetings can be held offsite in order to draw greater attendance from the public. She will also find out whether the public is allowed to participate in the meetings or is simply allowed to be present.

Kathleen Myron asked whether there would be an overhang or awnings on the south-facing windows in the new library building. The sun can get very hot through windows, and the south walls are essentially all glass. Irene will forward the concern to Amanda, about provisions to keep the areas near the windows from getting too hot.

There being no other concerns, reports or questions, the meeting adjourned at 5:52 p.m. The next meeting will be on Tuesday, July 12, at 5 pm.

Action Items:

- Irene will find out whether the City offices are moving and opening on the same dates as the library.
- Irene will find out what the “Charges for Services” line of the budget represents, and why it stops.
- At the July meeting, Board members will elect a new chair and a vice-chair.
- Irene will find out whether the board is required to meet at the library, or whether meetings can be held offsite in order to draw greater attendance from the public. She will also find out whether the public is allowed to participate in the meetings or is simply allowed to be present.
- Irene will talk to Amanda about provisions to keep the areas near the windows in the new library from getting too hot.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor