

CANBY PUBLIC LIBRARY BOARD MEETING MINUTES July 12, 2016



5:00 PM City of Canby City Hall Meeting Room

Present: Roger Reif, Kathleen Myron, Linda Warwick (board members); Irene Green (library staff); and Tracie Heidt (City Council)

Absent: John Smith, Lizzie Figueroa, Rick Robinson and Todd Rocha

The meeting was called to order at 5:00 p.m. June minutes were approved as corrected by a vote of 3-0.

Library Board Elections.

The Board nominated Roger Reif as chairperson. Roger accepted the nomination and agreed to serve for one more year. Linda Warwick agreed to learn the ropes from Roger and possibly serve as chairperson next year. Kathleen Myron was voted in as vice chair.

Library Board Candidate Update.

Irene reported that there was one application for the library board position. Roger is now back in town so he will be contacting Councilor Rocha to review the application before the August 3rd city council meeting.

New Library Update.

Rick being absent Irene reported that the library is on schedule and expected to open on time. The tentative date for the big grand opening will be Saturday, September 17th. Irene shared FAQs about the move to the new library such as a tentative timeline, tentative dates for closure, what happens to patron holds, returns and programs.

Friends of the Library Report.

Linda reported that the 4th of July book sale topped all their previous sales. They made over \$2,000. In preparation of the move the book store will not be stocked with a lot of new books as they are saving them for the grand opening in the new library. They are planning to sell

everything including the shelving in the current location. Linda also mentioned that the Friends are looking into putting books for sale in local coffee shops or sores where people sit around for periods of time. Linda also took orders for Friends t-shirts. Tracie reported that the Friends float was pictured under a very positive article about the parade.

Library District Advisory Committee (LDAC) Report.

Irene relayed an email from John Smith about the last LDAC meeting. John's notes were as follows: "The intent and wording of the "Master Order" vs. "IGA" was clarified. We discussed why the Master Order should or should not be reconsidered, some Libraries need a change, most see no need. The current challenge before the committee is to find one way the funds from the Library Levy are allowed to be used by the receiving city. Also reported was the possible future constraints a budgetary change could force upon the operations of the Canby Library. A change of our meeting dates and times was discussed and surveyed - NO DECISION WAS MADE"

Irene also relayed the following information:

County Administrator, and Chris Story the Assistant County Council, will be attending all LDAC meetings. Mr. Krupp is the District Administrator of the Library Service District and also the budget officer for the Library District. They will act as a liaison between the LDAC and the Board of County Commissioners (BCC).

There are four topics the BCC is focusing on at this time: 1) the current situation with Oak Lodge and Gladstone. 2) Issues related to allowable expenses and the direction from BCC about the use of library district funds. 3) Mr. Krupp's fiduciary responsibilities as the Library District Budget Officer. 4) Encouragement by Martha Schrader, and supported by other county commissioners, for Clackamas County Library Directors to serve LDAC as a technical advisory board and support resource.

The BCC directed county staff to prepare possible revisions to the master order which would allow library district funds to be used for capital purposes in addition to being used to provide operations and services.

Mr. Krupp, as budget officer, is financially accountable for the district funds but has no corresponding authority under the current IGA. LDAC is in a similar role with the desire to act in an oversight role but no capacity or direction to exercise authority. Mr. Krupp indicated that library cities need to be part of this discussion.

Review of June Action Items.

Irene spoke with Haley Fish about "Charges for Services" in the revenue line item. This line item included lost book revenue and copier receipts which are now being recorded in miscellaneous revenue.

Library Staff Report.

Irene reported 820 children and 249 teens signed up for the summer reading program. Over 30 adults have signed up and over 100 have already completed the reading program.

Library Network held "RFID Demo Days". Staff was able to try out and view RFID systems with 3M/Bibliotheca. Lizzie and Lori attended the sessions.

Multnomah County has eliminated fines on youth library accounts and for youth materials. LINCC libraries are discussing how this will impact libraries in Clackamas County. Library directors are discussing options. The difference with Clackamas County libraries is that any change will impact revenue for individual cities.

LINCC is looking into ONE Access. One Access uses student identification numbers to issue library cards. With One Access Students can access library research databases, borrow digital materials, and 10 print or audio books (no DVDs or music CDS). There would be no overdue fines but users are responsible for fees on lost or damaged books. Parents would have the option to opt-out.

LINCC is coming closer to online credit card payments. Clackamas County Finance Department approved another step in the process.

Irene shared the artwork for Library Network's delivery trucks. These truck wrap designs were made in partnership with the Clackamas County Department of Transportation and Development and utilize the same design style and imagery as several other Clackamas County vehicles.

The Friends of the Library's Book Garden raised \$1,134.15 in May and \$1,284.50 in June. Thank you Friends for all your hard work that goes to support the library!

Board members' reports, concerns and comments.

Roger reported that he would need to leave next month's meeting at 5:30 and asked if it could be moved to 4:00. All agreed. Irene was asked to send out an email on the revised time.

Kathleen Myron is working on a book review (*Jimmy Bluefeather* by Kim Heacox). The intention is to increase interest in and support for the library by submitting to the *Canby Herald*, and other media, a series of book reviews in various categories of literature. She asked for board feedback on the initial review.

There being no other concerns, reports or questions, the meeting adjourned at 6:05 p.m. The next meeting will be on Tuesday, August 9th, at 4 pm.

Action Items:

1. Roger will meet with Councilor Rocha to review the library board application.

Respectfully submitted by

Irene Green

Library Director