



CANBY PUBLIC LIBRARY

ADVISORY BOARD JOINT MEETING MINUTES

August 20, 2024

Present: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Tiffany Mach, Rick Maier, Aimee Noss, Scott Sasse (Council Liaison), Marisa Ely (Library Director); Amber Quinn (Library Manager), Steven Hager (Librarian); Theresa Enderle, Jon Dragt (Library Foundation); Mary Ellen Laird, Maureen Formick, Mary Voskuil, Patti McAlpin, Donna Bryant, Kathy Mulligan, Amy Seely, Joyce Ayres (Friends of the Library); Luana Hill (Canby Kiwanis).

Absent: Kristi Smith (LAB member).

The meeting was called to order at 6:30 p.m. by Lois Brooks, Chair.

Public Comments. None.

Discussion Items

- Donation policy and “How Do I” section: Lois explained that the LAB approved the most recent version of the donation policy paragraph. The next step is for the Friends of the Library, Library Foundation, and Canby Kiwanis Club to work on their section of the “How Do I...Donate” to the library webpage. Once the groups approve of their sections, we will update the library website to reflect this information.
- Library Advisory Board
 - Introductions: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Tiffany Mach, Rick Maier, Aimee Noss, Kristi Smith (absent), Scott Sasse (Council Liaison).
 - What We Do: The Library Advisory Board works to get input to the City and Library administration on what the residents want and to advocate for the Library to the residents. The LAB does not provide funding, but they do approve policies, help with long-range planning, and gather support for the library. (See APPENDIX A for more information.)
 - Recent Highlights:
 - Changing LAB bylaws so that the teen liaison member is a voting member of the Library Advisory Board. We are also currently developing a “process” for working with schools to recruit a student member. There has been no formal process for this and that has been an issue.
 - We have written policies that either never existed, like the policy for “Non-Collection Materials” or approved policies the Library would like to implement, such as the recent “Community Bulletin Board Policy”. We approved the recent “Donation Policy” tonight, at the LAB meeting.

- We have created a draft of a manuscript outlining past accomplishments as well as current duties so that there is a historical record to give to new members to help with new member orientation.
 - Future Goals:
 - Create a community or library district survey.
 - Gather support for a successor library tax district to get all LINCC libraries more funding. It is important to note that LINCC has the lowest tax rate in the greater Portland Metro and most of Oregon. Our operating costs keep going up, digital materials have to be paid for with the same amount of funding we already have for physical materials, and our "fully staffed" library is running without several page positions that we used to have.
- Library Foundation
 - Introductions: Theresa Enderle and Jon Dragt.
 - What They Do: The Foundation is a 501(c)(3) partner of the Canby Public Library that supports the library through fundraising, advocacy, and community support. The Foundation provides funds for specific or large-scale projects (not day-to-day operations). For example, they donated the starter funds for the Maker Lab so the library could buy the tables, chairs, stools, and software needed, which did cost a lot more than anyone would expect. Most of the funds they have are tied up and not available. Their fiscal year is the same as the city's, which is July 1 – June 30.
 - Future Goals:
 - Finish new website; should be done soon.
 - Build endowment for long-term success of the Foundation and the Library. The bulk of this endowment came from an estate of someone who passed several years ago and loved the Canby Public Library.
 - Need to build excitement to raise money for large projects. For example, they are currently looking for a new fundraising event idea like the Film Festival for Oregon filmmakers in which they showed the completed community films at the theater next door. Councilor Sasse talked about the city's Community Enhancement Grants that both the Foundation and Friends of the Library groups would qualify for.
 - The Foundation is looking for 4 more board members, for a total of 6 board members.
- Friends of the Library
 - Introductions: Mary Ellen Laird, Maureen Formick, Mary Voskuil, Patti McAlpin, Donna Bryant, Kathy Mulligan, Amy Seely, Joyce Ayres.
 - What They Do: The Friends generate income through bookstore sales, memberships, and event sales (ie. annual Tour of Homes, Dahlia Festival, Retro Revival, and Better World Books). All library programming and cultural passes are funded by the Friends. Their fiscal year is the same as the city's.

- Future Goals:
 - Increase board memberships; looking for 2 more board members.
 - Build social media presence.
 - Cross promote the annual Christmas Tour of Homes and find new homes to be included.
 - Increase and/or maintain FOL memberships.
- Canby Kiwanis
 - Introductions: Luana Hill.
 - What They Do: They provide extra funding to support children's services in the library. For example, they support our Dolly Parton Imagination Library program and their most recent donation has allowed us to start purchasing Maker Lab programming materials. They wish to continue funding the Maker Lab and to also help provide volunteer assistance for Maker Lab programs. Their fiscal year is October 1 – September 30.
 - Future Goals
 - The current 99E project has contributed to a great deal of lost business. They asked that we spread the word about the thrift store being open for business and that the donation drop off dock is open. The thrift store has also been refreshed, so they welcome anyone and everyone to come support them through purchasing items at the thrift store or donation drop-offs.
 - The annual Food and Toy Drive is coming up, and this is another way to help Kiwanis help the Canby community.
- How Our Support Boards Can Work Together to Support the Library & Future Meeting Dates
 - Communication between groups is important, and we discussed the possibility of having each board share their meeting minutes with the other boards.
 - Everyone showed support for the creation of a Joint Board Directory with everyone's contact info and social media handles. Marisa will work on this and share it with the boards.
 - Another topic of discussion was how to tell the community the difference between the three boards and how they support the library. Marisa will work on a simple handout to make this clearer for the Canby community.
 - The boards discussed having a joint meeting 1-2 times per year, with an agenda, and one of those meetings taking place before the city's budget process is under way (ie. February and/or end of Summer). This information can be added to the Joint Calendar.
 - Each board agreed to help the other boards cross promote their events.

Action Items

- The Friends of the Library, Library Foundation, and Canby Kiwanis Club will work on their section of the “How Do I...Donate” to the library webpage, which will be paired with the new donation policy.
- Marisa will create a Joint Board Directory with all the different board members contact info and social media handles.
- Marisa will work on a simple handout for those interested on the difference between the Library Advisory Board, Friends of the Library board, Library Foundation board, and Canby Kiwanis.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 7:31 p.m.

Respectfully submitted,

Marisa Ely

Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON
SEPTEMBER 17, 2024.

APPENDIX A

Library Advisory Board**Board Information**

The Library Advisory Board meets the 3rd Tuesday of every month from 5:30 PM - 6:30 PM in Council Chambers. You may attend in person or via Zoom.

- [Minutes & Agendas](#) [1]
- **Establishing Ordinance:** [Chapter 2.20](#) [2] (Title 2: Administration and Personnel). Amended on 4/21/04 by Ordinance No. 1137, 12/5/2018 by Ordinance No. 1498 and on 10/20/2021 by Ordinance No. 1561.
- **Governing Body:** The city's public library as established by § 2.20.010 shall be governed by the City Council. A Library Board shall be appointed to serve in an advisory role to the Council.
- **Type of Appointment:** By City Council upon recommendation of the Board Chairperson and Council Liaison.
- **Number of Members:** 8 members (two members must reside outside City limits) including one voting high school student (residing within the Canby School District Boundary)
- **Term Length:** 4 years (July 1 to June 30) Two Term Limit

Duties and powers:

- Keeping informed about current trends in the library services and administration;
- Studying library growth and needs in the city and its vicinity;
- Developing long-range plans for library service and facilities, consistent with city priorities and with state, regional and national goals pertinent to libraries;
- Recommending types of library service for the city and its vicinity;
- Investigating sources of funding for library service and facilities;
- Participating in the annual budgetary process of the city as that process pertains to the library;
- Recommending policies for the acceptance and use of gifts for library purposes;
- Recommending policies and procedures conducive to efficient and effective operation of the library;

- Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library service;
- Encouraging widespread public support and use of the library;
- Submitting an annual report to the city council and the state library; and
- Performing other duties as authorized by the city council.

From <https://www.canbyoregon.gov/bc-library>