



CANBY PUBLIC LIBRARY

ADVISORY BOARD 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).

Absent: Kristi Smith.

The meeting was called to order at 5:31 p.m. by Lois Brooks, Chair.

July 2024 minutes were approved as written. Motion made by Linda, Second by Rick. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report.

There will be a work session for a comprehensive plan update and J foundation (including dog park) before the City Council meeting on August 21st. There will also be a second reading for several ordinances, and we should hear an update about the city attorney recruitment.

Chair Report.

“My goal in the August meeting is to get the Donation Policy approved. I have worked on the ‘How do I section?’ for the Library website and plan to hand it out to the participants at the Joint Meeting and ask them to write/finalize their sections. I want them to take ownership.

Again, as per last month, I believe our next focus should be on finalizing a process for getting a Canby high member on our board. I look to Jennifer for an update on that. And to get some dates established around this.

Third, I look forward to our discussion with the Friends and the Foundation and figuring out a ‘go forward’ plan.”

Board Member Reports.

None.

Library District Advisory Committee (LDAC) Report.

There is no update since the last meeting, but there likely won't be another meeting until LINCC directors have submitted their annual progress reports for FY 21-22 and on.

Aimee also had a conversation with two LINCC directors about the history behind the district boundary lines not matching up with the school district boundaries. Basically, the original setup of the district showed how far apart the cities were from each other, and each city had developed their own library. With the school district boundary lines, it was found that there was more than one library in certain areas, so following the school district boundary lines did not make sense at the beginning of the library district.

Library Director Bi-monthly Report.

(1) The new City IT provider is Polar Systems. (2) Last day to sign up for the Summer Reading Program was Sunday, August 11th to finish in time. (3) We are in the process of refreshing the Library of Things collection (ie. DVD/Blu-ray player, portable DVD player). (4) Staff are reviewing the teen room mural art before it goes up next month (hopefully). (5) The Clackamas County job infrastructure grant scope of work is being ironed out, and we should get those funds around November. (6) Marisa met with the new Canby School District Superintendent Jennifer Patterson, her executive assistant Kamela Davis, the School Board President Sara Magenheimer, and several city directors to discuss ways we can partner and support each other. (7) Programs are going super well (ie. Lego Masters competition), and we have new adult programs starting in September! (8) Finally, Marisa is hoping to have the finished Strategic Plan document to LAB members before the next September meeting, so we can discuss any needed edits. Also, we'll need to get this on the City Council meeting agenda in October or November.

Teen Liaison Report. None.

Friends of the Library Report.

Lois was wondering how LAB could acquire regular reports from the Friends board meetings. Lois also said an email went out saying that the Friends board is looking for two additional board members.

The biggest Friends sale of the year is coming Sunday, September 1st at the Swan Island Dahlia Festival. The Friends sell newer books at a higher price for this event to support the library.

Discussion Items

Donation Process/Policy & "How Do I" section.

We read the newest version. Marisa will look in the charter to find if it is by resolution or ordinance that unspecified donations go to the General Fund and not the library directly.

With a minor edit on one sentence's structure, the donation policy was approved by LAB members. Motion made by Tiffany to approve the policy with the suggested edit. Second by

Jen. All approved. Opposed: None. Abstention: Kristi (absent). The final version will go into the upcoming updated library policy manual.

We will pass off the “How Do I” pieces to the other boards at the joint meeting for their approval.

Teen Liaison process.

Our plan is to reach out to the High School during the Club Fair and possibly have a booth, although this event takes place in mid-October. The High School does have scrolling announcements on a board (which reaches every classroom, so this is the best way to get the word out). Sue Winter is Jen’s contact at the school district, so she will reach out to Sue in the next couple weeks to see how we can best get the teen liaison application information to the students.

The board discussed whether we should ask for parental permission for minors during the application process. Lois said her preference is to have a sophomore as the teen liaison, but that anyone can apply and would be welcome. We also discussed that the departing teen liaison should help LAB recruit the next teen liaison. Lois will email the people who already applied again to explain that we are working on a more robust process to get a teen liaison on board.

Joint meeting.

To follow the LAB meeting at 6:30pm.

Action Items

- Marisa will work on getting a complete first draft of the Strategic Plan by the September LAB meeting.
- Lois will send Marisa the final, approved donation policy document to include in the updated library policy manual.
- Lois will communicate with the Friends of the Library, Library Foundation, and Canby Kiwanis Club at the joint meeting on next steps for the “How Do I” section of the donation policy process.
- Jen will reach out to her contact at the school district about how to get the word out about the teen liaison opening on LAB, and Lois will contact the current teen liaison applicants about next steps in the process.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:19 p.m. The next meeting is scheduled for Tuesday, September 17, 2024, at 5:30 p.m. in the Council Chambers or via Zoom.

Respectfully submitted,

Marisa Ely

Library Director

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