



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

October 15, 2024

Present: Lois Brooks (Chair), Jen Kraxberger, Linda Warwick, Rick Maier, Aimee Noss, Kristi Smith, Scott Sasse (Council Liaison), Marisa Ely (Library Director).

Absent: Tiffany Mach

The meeting was called to order at 5:30 p.m. by Lois Brooks, Chair.

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

Public Comments. None.

Information Reports

Council Liaison Report.

No meeting this week.

Reminder that next week, on 10/23/24, the Library Director and LAB Chair will present the Strategic Plan 2024 - 2027 during work session about 6:30pm.

Chair Report.

Lois received feedback from the Foundation, the Friends and the Kiwanis on updating the "how do I" page. However, she did not get it in time to discuss the second draft, with their feedback, at this meeting. It has been provided and we will discuss it at the November meeting.

The interview team met with applicant Linnea on Saturday. The other applicant didn't show up for the interview. Each member of the team will share feedback. The city application for the LAB teen liaison was sent to Linnea and she submitted it. Aimee and Lois will be discussing what Aimee's role as the student mentor will look like.

Looking ahead at the calendar, there is no need to cancel either the November or December meeting as there are no apparent conflicts with holidays. We will make a decision about whether we should meet in December at our November meeting.

Board Member Reports. None.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

The library is working on a new emergency evacuation plan in partnership with Canby Fire and Canby PD.

Our Children's Librarian will be on leave roughly between 10/25 - 12/23. We have a plan in place to cover his programs and other duties.

Another reminder that next week, on 10/23/24, the LAB Chair and I will present the Strategic Plan 2024 - 2027 during work session about 6:30pm.

Steven, our Collection Development Librarian and Volunteer Coordinator, is now a notary public for the library. More information can be found on our webpage here:

<https://www.canbyoregon.gov/library/page/notary-public>

The library has updated our *Request for Reconsideration* form.

The annual Library State Report was submitted.

The library was closed on 10/14/24 for Staff Development Day, carpet cleaning, and the new teen mural installation, voted on by Canby library patrons, by Canby Graphics. We will have an Open House to celebrate the new teen mural.

Teen Liaison Report. None.

Friends of the Library Report.

The *Canby Beer Library* is open and the Friends have books for sale there. So far, selling books has been going well. *Retro Revival* sells books for the Friends too, so support them if you can.

There *will* be a Christmas Tour of Homes on December 14th from 2-5pm.

There may be a possible Burgerville partnership coming soon.

The Friendship (FOL membership) drive envelopes will be sent out in November.

The FOL annual meeting will be on January 23, 2025 from 4-5pm.

Discussion Items

Library Policy Manual Update.

We discussed a few minor changes to make to the document. The updated Library Policy Manual was approved with the suggested edits. Motion made by Jen, Second by Linda. All in favor. Opposed: None.

The updated document will be posted on the library website.

CPL Strategic Plan 24-27

Marisa went over the presentation that will be presented to City Council at the 10/23/24 work session. LAB members are encouraged to attend in person or virtually.

Teen Liaison.

A freshman at Canby High School, Linnea Stormo, was interviewed by a few LAB members on 10/12/24. She was asked for a two-year commitment, knowing that she would have to apply again at the end of her first year. LAB voted on Linnea Stormo being our new LAB teen liaison. Motion made by Jen, second by Linda. All in favor. Opposed: None.

Action Items

- **Donation policy “How Do I...”.** Marisa and Lois will review this and bring it to the November meeting.
- **Teen Liaison.** Marisa will write up a staff report for Linnea Stormo’s appointment to LAB to be read at the first November City Council meeting.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:21 p.m. The next meeting is scheduled for Tuesday, November 19, 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
DECEMBER 17, 2024.