



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

February 18, 2025

Present: Linda Warwick, Rick Maier, Aimee Noss, Kristi Smith, Tiffany Mach, Paul Waterman (Council Liaison), Marisa Ely (Library Director).

Absent: Lois Brooks (Chair), Jen Kraxberger, Linnea Stormo (Teen Liaison).

The meeting was called to order at 5:31 p.m. by Linda Warwick, acting Chair.

January 2025 minutes were approved as written. Motion made by Kristi, Second by Aimee. All in favor. Opposed: None.

Public Comments. None.

Information Reports

Council Liaison Report.

City Council had their annual goal setting retreat on 1/31/25 and the goals will continue to be refined over the coming months.

Chair Report. None.

Board Member Reports.

Kristi spoke about the Civic Engagement Academy. The first meeting involved presentations from HR, the City Administrator, and the City Recorder. A few City Councilors also spoke about their role in the city to keep the city running smoothly. A mixture of old and new residents were in attendance. Kristi said it was very informative and learning about how the city runs was interesting. Last week's meeting, which would have been the second meeting, did not happen due to inclement weather, but it will be rescheduled.

The library will be presenting at the March meeting, and Marisa will share her slides at the next LAB meeting.

Library District Advisory Committee (LDAC) Report. None.

Library Director Bi-monthly Report.

The library will be receiving two grants: *Teen Intern Grant* at 10 hours/week for 11 weeks (paid) and a *Mini Grant for Rural Libraries: Building Personal & Community Resilience*.

The annual Canby Community Reads program begins March 1st and the chosen book is Shelby Van Pelt's *Remarkably Bright Creatures*. There will be a variety of activities and programs surrounding the book during March and April.

May 1st, from 5-7pm, will be the annual Library Open House, as a part of Canby's *First Thursday*.

Marisa will be preparing a City Council work session presentation on library district funding issues soon.

The city's annual budget kickoff is this Thursday.

Teen Liaison Report. Sent via email.

The first week of February was forecasting week, so all the freshman, sophomores, and juniors chose classes for next year. The incoming 9th graders will forecast in April or May.

Linnea is planning on meeting with the high school Librarian, Mrs. Tamimi, next week to talk about any ideas that she has.

Finals for 2nd trimester are in about 5 weeks (3 during the meeting on 2/18). What if the library advertised that it is a great place to study? We could include the study rooms and how to book them, access to computers and WiFi, and anything else that people think of.

Friends of the Library Report. None.

Discussion Items

Weeding Presentation.

We discussed weeding or de-selection in the library. The library policy on de-selection is in the policy manual under (8.) Collection Development & Materials Selection.

(8.5) Library staff continuously monitor materials within the library's collection. Staff may withdraw items if they contain outdated or inaccurate information, are superseded by a newer edition, become worn, badly marked or damaged, are duplicates or seldom used materials. Factors in the decision to withdraw items will include material space, replacement cost, and the quality and appearance of the collection. Additionally, multiple copies of a title are essential in meeting the public demand for best sellers and other heavily used materials. Donations, memorials, and gifts of material to the library will be accepted subject to this same selection criterion.

Linda then spoke about how de-selection works for the Friends of the Library. Donations come and they're sorted. Items in decent shape get sold in the bookstore, while other items that can't be sold get discarded. Books that may not be sold go to *Better World Books* to be sold. Popular sellers may be sold online if there is a market for them and/or very old or rare books that may have value are sometimes sold via *Retro Revival*.

2025 Goals List.

LAB spoke about one of our 2025 goals, which is reviewing the duties and responsibilities piece of the City Charter.

Current LAB 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.*

Linda started reviewing duties and powers of other city of Canby boards and commissions with the end goal of revising the LAB's duties and powers in the future. It was decided that all members would review the LAB duties and responsibilities, in addition to other LINCC library LAB responsibilities. Questions to ask ourselves while reviewing: What are the LAB's core duties? What does the city need from the library? How can LAB help the library move forward with city needs? Who is LAB advising technically? How does information get decided? How does information get passed to and from LAB, City Council, and the library? This information needs to be made clearer.

Action Items

- Marisa will send out an email with Canby's LAB duties and responsibilities, in addition to other LINCC library LAB responsibilities. All members will review these documents before the next meeting.
- Marisa will prepare the library's Civic Engagement Academy presentation for March and review it at the next LAB meeting.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:30 p.m. The next meeting is scheduled for Tuesday, March 18, 2025, 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
MARCH 18, 2025.