

Board Chair Report for Canby Public Library Advisory Board Meeting February 21, 2023

Danny Smith, Library Director, took the minutes for the January meeting. Working Items:

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| February | — | Denise Fonseca | Past and Future Community Survey |
| | — | Kathleen Myron | Overview of CREW review |
| | — | Advisory Board | Communication Ideas |
| March | — | No Meeting | |
| April | — | Rick Maier and Kathleen Myron | Review of Oregon
Administrative Rules 543 |
| | — | ???? | Present Proposed Library Budget |
| May | — | Routine Meeting | Meet the Library Foundation |
| June | — | Elections and New Board Appointees | |

Jessica Hines has resigned from the Advisory Board due to work commitments. There will be an open position for a local/in-city limits board member. Please encourage those you may know to submit an application with the City for consideration.

The Canby Library Advisory Board is encouraged to come up with community communication ideas to service the Canby community with respect to library offerings.

In respect to all board members and the Advisory Board meeting guidelines, it is encouraged that everyone keep speaking time to the allotted time on the agenda. Submit a detail of the agenda item ahead of time for public record and present an outline/focused version of the topic reporting on. This will facilitate a smooth operation of our meetings as well as giving everyone respect to their part of the meeting.

Respectively submitted February 10, 2023.

Suzy Stutes

CPL Board Chair

Addendum to the Chair Report – from the Vice Chair

1) New Board Member Orientation

The last meeting made it very clear that many board members do not understand the basics of library operations and as a result, too much time is being spent on operational issues, which is not part of the charter of the Library Advisory Board. Suzy and I plan to work on a draft of a new member orientation that will cover many of the issues addressed in the last meeting. The library staff's presentation last meeting provides good information we plan to ask to use. All of this will be reviewed both by the board members as well as library staff before it becomes official. If you have specific questions or topics you would like to see covered, please send them to Suzy and me.

2) The How versus the What

It behooves everyone on this board to ask questions when there is an issue that they don't understand. However, how questions are asked is also important. In my career as a human resources professional, I counseled executives, managers and employees alike with the same advice: assume positive intent. Start from there. Often, a good starting point can be "help me understand".

Another important piece of effective communication is ensuring everyone feels "heard". That means asking for input from others and giving others a chance to express their thoughts. As Suzy mentioned in her Chair report, we have one hour per month so that means being thoughtful in how much time is consumed by one idea or issue.

FOL REPORT FEBRUARY 2023

The Friends Annual Meeting was held Wednesday, February 8 in the Willamette Room of the Library. Board members reported out on their sections and new board members were introduced and voted in by the Friends that were present. The two new members are Donna Bryant who is also a member of the Canby Garden Club and worked with past Chair Gayle Elizabeth to recruit more people for the Backyard and Patio tour this past summer. The second new board member is Taylor Hutton. Taylor works for Retro Revival and she is the reason they are able to sell many of our “unique” books on-line. Taylor uses her own time to do this and as a result, we count on a continuing income stream from them. Two board members have resigned – Gayle Elizabeth and Tyler Francke.

Kathy Mulligan has moved from the role of Treasurer to that of Friendship (aka Membership). The FOL bylaws prevent the same person being the Treasurer for more than one term. This leaves the role of Treasurer open – it is an easy job because there is a spreadsheet (set up by Suzy Stutes, a former CPA) and Kathy is available to help. The bylaws allow for up to 10 board members and FOL is looking for more so if you know of anyone, please ask them to send an email to canbyfol@gmail.com.

Tyler Francke read Danny’s report and Mary Voskuil read the Bookstore Manager’s report. Important financial highlights include: 1) There is \$33K in the money market account and \$11.5K in the regular bank account; 2) the Friends committed to giving the Library up to \$20K this fiscal year and recently gave the City a check for \$6.4K for the first half of the fiscal year. Additions to the programs budget include Lucky Day books and Library of Things items. Currently, there are 108 “Friends” but including spouses and partners the total number is 154. Friends receive quarterly emails about events

The Library did a huge culling, which we discussed at the last meeting, of mostly older and un-checked out books and we believe that many of these books would not sell through Better World so we are selling them at 4 for \$1 (Clearance books are normally 2 for \$1). This sale, which lasts through February 28, also includes Childrens Books, DVDs and CDs.

Currently there is a display to celebrate Black History month and the books from our bookstore that align with these theme. March is Women’s History Month and there will be another such display.