

LAB Chair Report  
July 18, 2023

First, welcome to the new members, Kristi Smith and Jen and Kraxberger and welcome back to Linda Warwick who has agreed to return to fill out the last year of Jessica's term.

I would like everyone to take a couple of minutes to introduce yourself to the others on the LAB.

Linda has agreed to be Vice Chair this year while we look for additional board members and new members get a chance to get up to speed. We will need to vote on this.

Please bring your calendar information so we can effectively plan a calendar of meetings and topics for the year. For example, I know I will be gone in September and will not be available for Zoom. Also, while the meetings are normally the third Tuesday of the month, I am proposing that in November we make the meeting the 4<sup>th</sup> Tuesday of the month so the meeting is after Thanksgiving and not two days before the holiday when many are preparing for company or to leave town. Like last year, I suggest that we cancel the December meeting. Danny is currently working on a calendar of LAB activities throughout our fiscal year (July through June).

Yes, I am suggesting that unless there is a serious issue, we keep the meeting to one hour and we keep it the third Tuesday of the month. Too many schedules have to be changed to move the meeting. And rather than lengthen the meeting, I would like to use subcommittees more to get work done. That plus getting written reports in advance should lessen the need for more meeting time.

The agenda and attachments for the meeting are sent out officially one week in advance. Unless there is a serious emergency, all reports should be submitted in time to be sent out with the agenda. Failure to do this may result in topics being pushed out to the next meeting. I will be sending out an "agenda reminder" two weeks before the meeting and Danny will be sending out the agenda and documents one week before the meeting.

As you know, Suzy and I were working on a new board member orientation for the past few months. A draft is attached with this email. However, between being sick and having company I have not had any additional time to work on this. And I won't have much time to work on this until mid-August and then only for a couple of weeks until I am gone again. I suggest that we break the topics in this into subcommittees or individuals can choose to work on a section. It's a learning experience for all of us as this has never been done before so we have no template from which to work. Please read this document and see if there are any areas where you feel you can contribute. For new members, the Library has meeting rooms that you can schedule on line and many of us have used them to have subcommittee meetings.

There is still one current "in city" opening on the Library Advisory Board. If you know of anyone who would like to serve, please let me know.








Lois Brooks  
Chair  
Canby Library Advisory Board



**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: May & June 2023**

To: The Honorable Mayor Hodson & City Council  
 From: Danny Smith, Library & IT Director  
 Prepared by: Same as above  
 Through: Eileen Steen, Interim City Administrator  
 Date: 7/11/2023

**Usage Metrics Overview**

 <p><b>CANBY PUBLIC LIBRARY</b> MAY/JUNE SNAPSHOT</p>	
Items added to the collection - 977 	Items checked in 40,173
Holds filled 8,633	 New cards 251
Digital checkouts 6,643 	Room reservations 162
Physical checkouts 39,592	 Adult events - 2 Participants - 25
Customer interactions - 2,200 	Children's events - 35 Participants - 887
Visitors 15,785	 Teen events - 4 Participants - 26

**Staff**

Terri Jones, one of Canby's current part-time Library Assistants was selected to fill a full-time vacancy. Terri's focus will be on displays, adult programming, and art installations. You'll find Terri throughout the library, sometimes on a service desk and other times creating fun and engaging events for Canby area adults. Terri's change of position open's one last part-time Library Assistant that has already been moved into recruitment with HR. We expect to have an announcement on this last recruitment sometime in the next month or so.

Melissa Allott, one of Canby's current on-call Library Assistants was selected to fill a part-time vacancy. Melissa's focus will be on materials movement, snag items, and shelving. You'll find Melissa checking in, sorting and shipping out materials, while also working at the service desks.

**Spaces**

No updates at this time.

## Collections

No updates at this time.

## General News

### *Master Fee Schedule Update*

- In an effort to standardize overdue fines across Clackamas County, the Library Advisory Board unanimously recommended that the Canby Public Library adopt the proposed fee schedule changes recommended by a county taskforce and reviewed as part of the City's budget committee process. Effective July 1, 2023, books, magazines, and audio/visual materials will now accrue a daily fee of \$0.10 per day and a maximum of \$1.00 per item.

### *Children's Events*

- All of the Canby School District 3<sup>rd</sup> graders visited the library for a tour and talk about the library. The 3<sup>rd</sup> graders were visiting sites all over Canby as part of a social studies unit at school. With teachers, parents, and kids we hosted 346 total visitors.
- Phillip visited two schools to present the Summer Reading Challenge, which included 750 students and teachers.
- Summer Reading is moving into its fifth week and current enrollment numbers are:
  - 668 Kids
  - 181 Teens
  - 206 Adults

### *Young Adult Events*

- In total, there were 4 events for teens, 2 in May and 2 in June.
  - In May, teens attended two craft nights. The first on May 10<sup>th</sup> was all about Pot Holder Loom Weaving. The second event on May 24<sup>th</sup> was all about Painted Washer Jewelry.
  - In June, sign-ups for the young adult summer reading challenge began. 154 teens had already signed up by the third week of June. Participants receive a free book from the FOL Bookstore for signing up. Finishers of the challenge will also receive a \$10.00 Thriftway gift card, another free book from the bookstore, a \$5.00 voucher for fine forgiveness, and be entered in a raffle for several more prizes.
  - On June 23<sup>rd</sup>, teens participated in a glass fusion jewelry event. Glass artist Jenny Wells guided students through the creation of a unique piece of glass-fused jewelry.

### *Adult Events*

- Prescription Drug Information and Creating Year Round Color in the Garden.
- In June, 178 adult summer reading bingo cards had been picked up, with more going out each day. Additionally, the 22/23 book group wrapped up on June 16<sup>th</sup> and the new reading list for 23/24 is now available on the library's website.



## CANBY PUBLIC LIBRARY

### ADVISORY BOARD MEETING MINUTES

June 20, 2023

Present: Aimee Noss, Lois Brooks, Denise Fonseca, Kathleen Myron, Rick Maier (board members), Danny Smith (library staff).

Absent: Suzy Stutes (chair), Luke Vitter (board members) and Chris Bangs (City Council Liaison)

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

The May meeting minutes were approved. Motion made by Kathleen, Seconded by Denise, In Favor: Denise, Kathleen, Aimee, Lois, Opposed: None Abstention: Rick

#### **Public Comments**

Joyce Ares provided public comment and asked the Library Advisory Board and staff for a better understanding of why there was no Juneteenth Display in the library. Staff will look into the matter and email her with an update at [joyce@areshome.com](mailto:joyce@areshome.com)

#### **Information Reports**

**Council Liaison Report.** Councilor Bangs not in attendance but emailed the following report:

Please report my absence for this month's Library Advisory Board meeting. I will be out of town celebrating the end of school year. I will also miss July's meeting to attend a teacher training class in Vermont, but I will be around nearly the rest of the summer save the third weeks in both June and July. At this week's council meeting, which I am also missing, the library budget adjustment of \$500,000 from the cemetery fund will get its first vote, which is annual task. Also, the appointment of Linda Warwick to the board is on the consent agenda. Unrelated, I was asked this week why the library doesn't have a Pride Month display, as it has in the past. Given the controversies surrounding such in other communities, it would be my hope that controversy would not be a reason for us not having a Pride Month display. It would also be my hope that we do get one going as soon as possible, given that Pride Month is more than half over. I apologize to you two and to the rest of the board for my absences now for three consecutive months. Or at least I believe this to be the case. Did I make the May meeting? I flew to Colorado that week but cannot remember if I made it to the LAB.

**Chair/Vice Chair Report.**

Chair: With 4 new board members for the upcoming year, Lois Brooks and I collaborated on ideas for an orientation to the Library Advisory Board for new members. Please review these documents and bring your input to the June meeting where the orientation will be discussed, and changes made. Lois Brooks and I interviewed two candidates for the open Library Advisory Board positions. One resides within the city limits, and one resides outside of the city limits. Pending the outcome of the interviews, a recommendation for approval to the City Council will be made. New members will be inducted at the July meeting. As I am leaving the Board, I would like to thank each Board member for their generous time commitment made to serve the City of Canby and the Library. First, Kathleen, thank you for stepping up and serving as the Chair multiple times and for your unselfish donation of time you have given to this Board. Denise, your passion, and focus have served the Board and LDAC in amazing ways. Rick, thank you for your insight on serving on Boards and wise contributions. Lois, your background has proven invaluable, and you stepped up in many ways when needed the most. Aimee, you add a sensible perspective to the Board and LDAC will be a great fit for you as well. Luke, it is great to know there are future volunteers who hold the library as important. Chris, the Board is very fortunate to have you as the city representative. Danny, glad the Board and Library can work together to solve issues that arise in the community.

Vice Chair: My time has been spent on working on a New LAB Member Orientation as well as looking for and interviewing potential new board members. A DRAFT of the new LAB member orientation has been included. It is a "draft" and it has some holes so any help filling those holes would be greatly appreciated. And while Suzy and I are interviewing 2 people who have applied, that still leaves us with 2 open positions. Please ask your friends and colleagues if they would be interested in applying.

**Library District Advisory Committee (LDAC) Report.** LDAC will have a Zoom meeting only on Monday June 26<sup>th</sup> at 6:00 p.m. In the meeting, the committee will review the letter prepared by the LDAC chair to send to the Board of County Commissioners requesting review and clarification of the language tasking LDAC with it's mission and duties.

**Library Director Bi-monthly Report.** FY 23/24 budget will be read for a second time at the City Council meeting on 6/21/2023. The library's budget had a few questions from the budget committee and was well received.

**Teen Liaison Report.** NA

**Friends of the Library Report.** NA

**Discussion Items:**

*Review of OAR 543-010-0036 (Official Recognition of Public Libraries)*

Board members Rick and Kathleen presented a review of OAR 543-010-0036, Official Recognition of Public Libraries. For Canby, section 1-2 were reviewed as they pertain to a library with a service population of over 2000.

There was a brief review of all sections under 1-2, with clarifying questions for staff. Staff confirmed that Canby Public Library meets or exceeds all areas of the minimum requirements.

A recommendation was made to add Additional Library Resources to the library's website:

- A PDF of the entire library policy and procedure manual
- Links to OLA, ALA, City Charter/Code, ORS – library section, OAR – library section, and a redirect to Clackamas County's website where the Intergovernmental Agreement is stored.

A motion was made by Lois to approve the recommendation, Seconded by Denise, all in favor. Staff will work with IT to add these enhancements to the website.

#### *New Member Orientation*

Lois reviewed the basic components of the New Member Orientation packet that she and Chair Stutes have been developing. Lois asked all members to provide feedback via email to her so she can continue building the document. Lois emphasized that this is a living document and would like it to be accessible and growing over time.

#### *New Board Members*

Lois announced that the new board members were on the consent agenda for the upcoming City Council Meeting and three new members should be approved before the July meeting.

#### **Action Items:**

**NA**

#### **Announcements**

- Next meeting will be July 18th, 2023 5:30 p.m. City Council Chambers

**Adjournment:** 6:33 p.m. Motion by Lois Brooks, Seconded by Denise, all in favor.

Respectfully submitted,

Danny Smith, Library Director

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON: JULY 18, 2023

# **Introduction to The Canby Public Library Information for Advisory Board Members July 11, 2023 Draft**

## **Introduction**

The Canby Public Library is a community library supported by the residents of Canby and Clackamas County. The Library is located on the main floor in the Civic Building in downtown Canby, close to shopping, free parking, and the local cinema.

## **Clackamas County District and access to other libraries**

The Library is a member of a county wide consortium of Libraries in Clackamas County known as LINCC, and this means that all books in all libraries in Clackamas County are available to all Library card owners. Information on the operational details can be found on the Library's website: <https://www.canbyoregon.gov/library>. Information on LINCC can be found at the end of this document.

## **Funding**

The County provides funding to all the Libraries in the County due to a county wide library measure passed in 2008. Details of this can be found here.  
<https://www.clackamas.us/librarydistrict>

The City of Canby provides funding to cover amounts not provided by the County. The City Budget is passed and approved each year. LAB members are encouraged to show up at budget committee meetings to express their ongoing and continued support of the Library.

## **Leadership and Staff**

The Library Director reports directly to the City Manager of Canby. There is also a Library Manager and a Library Supervisor. All other staff are classified. In addition to the regular staff, there is a group of "on-call" staff members who provide service to various libraries. They are used to cover vacation, sick leave, and other emergencies. Names and contact information are on the Staff Directory page on the Library's website. The Library also uses a group of volunteers to help with pulling patron holds, shelving, shelf straightening, shelf reading, and programming. All Canby Library staff are City of Canby employees.



## Governance

The City of Canby has its own set of regulations for the Library. Clackamas County also has its own set of regulations, as does the State of Oregon. The American Library Association (ALA) provides guidance on many topics.

The Library also has its own policy statement on Collection Development and Maintenance: <https://www.canbyoregon.gov/library/page/collection-development-maintenance>

The American Library Association has a code of professional ethics. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Here is the complete link:

<https://www.ala.org/tools/ethics>.

## **Services**

The best source of information for all that the Library does and the services it offers can be found on the Library website. <https://www.canbyoregon.gov/library>. Services include children's, teen, and adult programming, a Library of Things collection, access to Cultural Passes, computers and printing, reserving a meeting room, and general library assistance (if you don't know, ask a librarian). The monthly calendar is also on the website. It is strongly encouraged for all Library Advisory Board members to arrange a tour of the Library so everyone on the Library Board learns what the Library does and who staff are. Please call the Library Manager (Amber Quinn) to arrange a tour.

## **Other Support**

The Canby Public Library is also supported by The Friends of the Canby Public Library and The Canby Public Library Foundation, both of which are 501(c) 3 organizations. Information on both organizations can be found on the Library's website under Partners.

The Friends raise money to pay for the programs that the Library offers, as well as other items such as The Library of Things and Lucky Day book collections. In the past there have been special fundraisers, including one for a library reference desk, called the Information Desk, when the current Library was being built. The primary revenue source for the Friends is the Book Garden, a used bookstore within the Library itself. The Library donates culled books and the public can donate used books as well. LAB members are strongly encouraged to become members of the Friends of the Library. This is the best way to ensure you will get regular newsletters and emails on happenings of the Friends.

The mission of the Canby Public Library Foundation is to cultivate and direct resources to enhance and sustain our library now and for generations to come.

## **Strategic Plan**

This is included in the manual handed out to all LAB members.

## History of the Canby Public Library

For the history of the origins of the Canby Public Library, we strongly recommend this article which has been provided by Canby First: <https://canbyfirst.com/of-lees-and-ladies-the-early-history-of-the-canby-library/>.

Here are more articles on the history:

<https://www.canbyoregon.gov/dev-services/project/expanded-library-civic-building>

<https://www.seallp.com/work/civic/canby-civic-center-and-public-library>

<https://canbyfirst.com/canby-public-library-shes-got-moves/amp/>

As you read in the articles above, a decision to build a new library/city administration building was approved in 2014 and construction began soon after thanks to almost 70% of Canby voters supporting the urban renewal project. The public was welcomed to the new building in October of 2016.

## About LINCC

Libraries in Clackamas County (LINCC) provides services to the 13 member libraries in the Library District of Clackamas County.

Since 1977, when the first county-wide funding levy was approved by voters, the 13 public libraries of Clackamas County have cooperated in an informal and revenue sharing network, named LINCC, which stands for *Libraries in Clackamas County*. The members of LINCC are the 10 cities in the County that operate public libraries: Canby, Estacada, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy & Hoodland, West Linn and Wilsonville. The other 2 members of LINCC are Oak Lodge and Gladstone Public Libraries, operated by Clackamas County. A library network office in Oregon City supports these libraries with an automated materials handling system, daily courier service, and district-wide computer services and maintenance for LINCC-operated technology.

Over the past years, LINCC libraries have shared in the proceeds of a variety of countywide funding mechanisms, which culminated in November 2008 with the passage of a countywide Library Service District with a permanent tax rate of .3794 per thousand of assessed property value. Any resident of Clackamas County (with the exception of Johnson City) may visit any LINCC public library, obtain a free library card and check out materials without charge. Residents of Multnomah, Washington and Clark Counties are also eligible for a LINCC library card via a MIX agreement, just ask Clackamas County residents are eligible for library cards in those counties as well. Residents of Marion County are eligible for a PASSPORT card, as long as they bring in a library card from a participating library (<https://www.olaweb.org/passport-directory>).

Besides sharing countywide funding, the major cooperative feature of LINCC is that the 13 independent libraries share a single integrated library system. This unified system makes it very easy for individual citizens to borrow materials from any or all libraries throughout the county and to have those materials delivered via courier to the neighborhood library for easy pickup. This shared system and shared funding structure has created a seamless public library system in Clackamas County that has greatly facilitated the cost effective sharing of resources among these library “partners,” yet still allows each local city or county library to retain its own autonomy and the ability to tailor its collection and programs to the unique needs of its clientele. Most (but not all) LINCC libraries are funded by a combination of city and county funding.

## **Introduction to the Canby Library Advisory Board Information for Library Advisory Board members**

The Canby Library Advisory Board is an “advisory” board created by and responsible to the City Council to represent the residents of Canby and the library district to the City Council. Here is a link to the actual site: <https://www.canbyoregon.gov/bc-library>

### **LAB Meetings**

Library Advisory Board meetings are held monthly, currently on the third Tuesday of the month from 5:30 to 6:30 p.m. in the City Council Chambers. Meetings are recorded for public record. Each year, the new board may decide on the time and place of the meeting as long as it fits within the time use of the Council Chambers and recording requirements. In addition, sometimes the LAB will choose not to meet a certain month, for example December, due to member time commitments, although we may not skip more than one month at a time. Again, meeting dates and times will be decided at the beginning of the fiscal year and the Chair and the Library Director will create a calendar of events based on known information of what must be accomplished.

### **Rules for LAB meetings**

Information on meetings must be published one week in advance so the public can access that information. Information must include an agenda, information on how to call in, and any attachments the Board plans to discuss. The City Recorder is copied on all this information. It is strongly encouraged that any discussion items should have an information packet or handout so LAB members can study what will be presented in advance. Handing out information at the actual meeting may result in the Chair choosing to postpone that discussion until the next meeting.

Meetings loosely follow a Roberts’ Rules of Order. The Chair officially opens the meeting and there is a motion and a second to end the meeting. All official decisions of the LAB must be set forth by a motion, a second, and a majority yes vote. Discussion time must be given for each motion. A quorum consists of at least 5 voting members and a quorum must be present to conduct official business.

There are 8 voting members in the Library Advisory Board. Two are from outside the city limits but in the Library service district area; one is a student member; and the remaining are from inside the city limits. Also in attendance are the Library Director (or assigned representative) and the City Councilor assigned to the Library.

Because of public record requirements, the LAB must not discuss business via email to “all.” If you have a question, ask the originator of the information and let that person correct or

clarify his/her information to the entire group. If you forget to submit your information per the requirement, you may do a “reply all” to the original email and attach your information. It needs to be clear that this information should have been part of the original email.

The LAB may choose to create subcommittees to research a particular issue. A subcommittee is for research purposes only with the intention of reporting their findings to the entire board. Subcommittees do not have decision-making authority and must be comprised of no more than 3 board members.

## **Information Packets**

Library Advisory Board members are provided at the beginning of their service with a copy of the Library Advisory Board handbook. This includes the Canby Public Library Policy Manual, a copy of the Strategic Initiatives, Oregon Library Association Public Library Standards, the City of Canby Policies and Operating Guidelines and a copy of the Oregon Government Ethics Law: A Guide for Public Officials (*this needs to be edited*).

## **LDAC (Library District Advisory Committee)**

Measure 3-310 was passed in November 2008 and this created the funding for the county library operations and services. This measure indicated the Library District would be governed by the Clackamas County Board of Commissioners, who would be advised by an independent citizen committee representing each library in the District. A designated member of each City’s library board would represent their library on this committee. A copy of LDAC ‘101’ is included in the information provided to each LAB member.

## **The duties of the Library Board shall include:**

*(see helpful and/or explanatory notes in italics)*

- A. Keeping informed about current trends in the library services and administration (*led by Library Director but also may include contributions from board members per articles they have read, etc.; Library Director may provide some suggestions for resources but board members are encouraged to share information they learn about or see*);
- B. Studying library growth and needs in the city and its vicinity (*led by Library Director although information is included in his bi-monthly reports; input and questions from public and/or board members; the Board will work directly with the City administration to receive growth data*).
- C. Developing long-range plans for library service and facilities, consistent with city priorities and with state regional and national goals pertinent to libraries (*our role is advisory – we need to be paying attention to what residents want/need and communicating those to City Administration*)
- D. Recommending types of library service for the city and its vicinity (*led by Library Director with input from board members and the public; see points B and C above*);
- E. Investigating sources of funding for library service and facilities (*We need to always be aware of sources of funding*).
- F. Recommending policies for the acceptance and use of gifts for library purposes (*we believe this will be a one-off situation*);
- G. Participating in the annual budgetary process of the city as that process pertains to the library (*The budgeting process is done by the City staff and the budget committee; “participating” means it is our job to show up at budget committee meetings and City Council meetings to advocate for the Library; a board designate shall review the approved budget and report back to the entire LAB*);
- H. Recommending policies and procedures conducive to efficient and effective operation of the library (*as needed as per what we did in fiscal year 2021-2022 when a situation arose that wasn’t addressed at that time in city or library policies*).
- I. Reviewing and recommending terms for contracts and working relationships with other public agencies regarding library service (*We are not sure what this means – we need more clarification from the City Administrator*).

- J. Encouraging widespread public support and use of the library (*we believe advocacy is our most important function*);
- K. Submitting an annual report to the City Council and the state library (*owned by the Chair and Library Director – this got off base due to Covid but the Library Director has put it back on an annual schedule and the first post Covid report was delivered in November of 2022*).
- L. Performing other duties as authorized by the City Council (*this is just standard HR language – it means other duties as assigned. Nothing we need to worry about on a monthly or annual basis unless some issue comes up. However, everyone needs to understand and be prepared for this*).



## Past Historical Accomplishments of the Library Advisory Board

In 2021, there was an issue of one resident complaining about *The Book Page*, which is an independent magazine provided by The Friends of the Library. There was no policy to address the issue of how to discuss 'non-collection' items and the issue was brought to the City Council. As a result, research of other libraries was done and a new policy was created for non-collection materials, which was then approved by the City.

In XXXX, there was an issue with funding. The Library Advisory Board made a pitch to the Canby City Council to supplement the funding provided by the County.

In 2021, the Library Advisory Board voted to make the Student Member a voting member.

In 20xx, the Library Advisory Board chose to add a Student Member from Canby High School.

## **Addendum One: Advisory Board Best Meeting Practices**

Start on time

- That may mean arriving a few minutes early to set up.

Finish 5 minutes before the meeting time ends.

- Give the Chair time to review action items and any upcoming agenda items
- If you wish to do additional socializing, please do it outside of the meeting.

Be prepared.

- Read the agenda and all attached reports prior and be prepared to discuss them.
- All discussion items need to be on the agenda per the City Attorney.
- If you have a presentation to make, please ensure the Chair or Vice Chair sends it out with the agenda. This also includes all subcommittee reports.
- The Library Director along with the LAB Chair have created an annual “calendar/schedule”. Please keep yourself up to date on this and come prepared to discuss calendar items.

Do your part to ensure every meeting attendee is prepared.

- Agenda items are due to the Chair/Vice Chair the second Monday of the month (8 days before the LAB monthly meeting)

**Be present.**

- The meetings are scheduled well in advance. Put them on your calendar. Try as much as possible to work other commitments around this. In the event of an illness or other emergency, let the Chair and/or Vice Chair know as soon as possible.

**Be courteous**

- Prepare your discussion items in advance. Have notes and be specific and concise. Ensure that they are sent to the Chair/Vice Chair 8 days in advance.
- In order to guarantee that all fellow board members/attendees have a chance to be heard, we suggest that all follow a “3 minute rule”. After 3 minutes, yield the floor back to the Chair so s/he can call on other board members.

**Subcommittee Rules**

- Subcommittee discussions are encouraged. However all subcommittees must have less than a quorum, will not make any decisions and will create a written report for the next Library Advisory Board meeting. A quorum is 5 members so subcommittees cannot have more than 3 attendees.

## **Addendum Two: What Makes a Great Board Member?**

Be a strong advocate for your organization.

Be a good listener. Ensure others have an opportunity to speak.

Attend and be prepared.

Ask relevant questions.

Use the time wisely.

Some other qualities:

- straightforward,
- concise,
- impartial,
- fair-minded,
- collaborative,
- dedicated,
- meticulous,
- consistent,
- patient,
- transparent, and
- respectful.