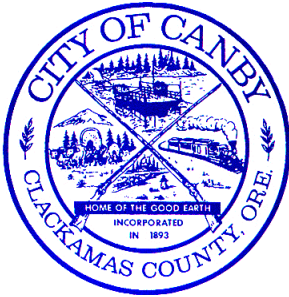


CANBY PUBLIC LIBRARY BOARD MEETING MINUTES July 21, 2020



5:30 PM Virtual Meeting

Present: Carol Palmer (chair); Linda Warwick, Denise Fonseca, Suzy Stutes, Judi Jarosh, Jessica Hines, Meridian Lattig (board members); Irene Green, and Lizzie Figueroa (library staff).

Absent: Kathleen Myron, Shawn Varwig

The meeting was called to order at 5:30 p.m. This was the first meeting with the newest Board member, Jessica Hines, and introductions were made. June minutes were approved as written.

Review of June Action Items.

- a. **APPLICATION FOR DENISE & JUDY TO BE APPOINTED LDAC REP AND ALTERNATE FOR CANBY PUBLIC LIBRARY.** Irene applied on Denise and Judy's behalf, but she'll probably need Amanda to write a formal nomination letter.
- b. **INTERVIEWS FOR BOARD MEMBER CANDIDATES.** Carol and Suzy conducted interviews, and Jessica was appointed to the Library Board.

Library District Advisory Committee (LDAC) Report.

No updates—LDAC has been on hold during the COVID-19 closure. Denise volunteered to contact Kathryn Kohl to find out if another meeting has been scheduled.

Standardizing the Process for New Board Members.

Carol emailed out a proposed procedure for filling Library Board vacancies in the future (included in appendix). Once this procedure is finalized, it could be included in the Board Member Handbook. With the upcoming changes in management, it's important to document the process as clearly as possible. Board members suggested updating the website, and clarifying the role of the city council liaison. Carol will draft a plan.

Canby Reads.

Linda shared an update about the community-wide book group, which will be reading *This House of Sky* by Ivan Doig. The friends will pay for giveaway copies, and Linda will coordinate with library staff about programs and marketing.

Library Staff Report.

Irene reported that the library is still in phase II of its reopening plan, with no estimated date for opening its doors to the public anytime soon. The library has adequate personal protective equipment (PPE) and cleaning supplies for staff, fortunately. Furniture has been moved to the Teen Room or pushed out to the edges of the main library. The public computers will have to be spaced further apart, and most of them removed. The public printer will be relocated to inside the circular Information Desk. The library is focusing on curbside service right now, which has been very popular. Staff are doing lots of virtual programming—the video cameras purchased by the Friends have been very useful. Staff are also displaying materials and images in the front windows.

Irene discussed safety concerns and what will be asked of patrons wanting to enter the library. All the details are not finalized yet. Updated guidelines recommend quarantining returns for four days now (used to be three). She would like to get a drive-thru window installed in the book drop room, if possible.

The library director job has been posted for a while, and will stay open until filled. Interviews are ongoing. Carol and Linda are on the interview panel, along with several others.

Teen Liaison Report.

Meridian reported that the schools are planning to split students into cohorts in the fall, to stagger attendance. The current plan is for a hybrid online and distance approach. During the spring term, the district also sent materials out by mail. Educators are trying to adjust the curriculum so that it's not dependent on wi-fi access. A hot spot should be coming to Wait Park soon.

Friends of the Library Report.

Linda and Suzy reported that the Friends plan to resume book sales in the plaza. They'll start up again on 7/31, and occur every other Friday from 11-3. They will be able to accept book donations at the sales, so staff don't have to handle those materials.

Board members' reports, concerns and comments.

Board members confirmed that the contact information on the updated member list is correct. Since Irene's last day will be August 14, the Board agreed to move up their next meeting to August 11 so she could attend.

There being no other concerns, reports or questions, the meeting adjourned at 6:20 p.m. The next meeting is scheduled for Tuesday, August 11, at 5:30 p.m. via Zoom.

Action Items:

- Irene will ask Amanda Zeiber to write a formal letter nominating Denise and Judy as Canby's LDAC representative and alternate.
- Denise will contact Kathryn Kohl to find out about the next LDAC meeting.
- Carol will draft a procedure for filling Board vacancies.
- Linda will talk to library staff to coordinate the Canby Reads program.

Respectfully submitted,

Lizzie Figueroa

Library Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON 8/11/2020.

APPENDIX

Emailed Discussion of Plan to Standardize Process to Fill Board Vacancies

From: Judi Jarosh [mailto:jmjarosh@msn.com]

Sent: Tuesday, July 21, 2020 2:07 PM

To: Carol Palmer <carolpalmer24@gmail.com>; Jessica Hines <jchfitcoach@gmail.com>; Meridian Personal Email <meleelite9@gmail.com>; Linda Warwick <lwarwick1362@gmail.com>; Denise Fonseca <laughingkids@yahoo.com>; Kathleen Myron (myrons@canby.com) <myrons@canby.com>; Suzy Stutes (stutes.fam@gmail.com) <stutes.fam@gmail.com>

Cc: Irene Green <GreenI@canbyoregon.gov>; Elizabeth Figueroa <FigueroaE@canbyoregon.gov>; Shawn Varwig <VarwigS@canbyoregon.gov>

Subject: RE: Interview Questions/Agenda/Criteria

Hi Carol / All - I believe you proposed something similar with the Heritage and Landmark Commission. COVID stopped our progress on that. Glad to see this in discussion again. At the time, I jotted some notes in preparation for a conversation. Here they are. Again, maybe not appropriate. Based on my background.

1. Define criteria for candidate acceptance...yes/no. Each commission/committee should pre-define a few of their own. Just something simple to compare to the application. Such as: Willingness to be on projects, lead projects, grant experience, historian, technical or accounting..... Location (in/out of city), diversity of background/fill a gap of the existing group. Ensure they can perform the following duties..... Will the existing group best perform with the addition of a subject-expert theorist or a doer?
2. Check their social media LinkedIn/Facebook. Just cuz you never know. I have some not so good experience/stories for that.
3. Perhaps list optional steps if there is only one candidate. E.g. No need to wait for commissioner meeting.
4. Keep a post-acceptance checklist. e.g. Mayor letter, committee portfolio, contact list, etc. As you suggest, completion of some steps seems rather ad hoc. Should be more formalized.
5. If there is a way to improve the online application form, that would be nice. Could be more professionally done.

It would also be fun/helpful to list some background information about each of us on our contact list. We're all busy and forget the strengths each of us bring to the table. I always worry people will think I'm a subject-matter expert. No way/nada/zilch. My value-add is business mgmt., Technology/data analysis/PowerPoints, project management and roll-up-my-sleeves stuff.

Just some things to noodle on.

Thanks, Judi

From: [Carol Palmer](#)

Sent: Monday, July 20, 2020 4:37 PM

To: [Jessica Hines](#); [Meridian Personal Email](#); [Linda Warwick](#); [Denise Fonseca](#); [Kathleen Myron \(myrons@canby.com\)](#); [Judi Jarosh](#); [Suzy Stutes \(stutes.fam@gmail.com\)](#)

Cc: [Irene Green](#); [Elizabeth Figueroa](#); [Shawn Varwig](#)

Subject: Fwd: Interview Questions/Agenda/Criteria

Hi all,

I hope you are well and staying safe!

On our agenda for tomorrow's meeting, you will find a discussion on formalizing the board applicant process. Beyond the minimal requirements specified in the code, most of Canby's boards, including this one, operate on an ad hoc basis. I think that approach is generally unprofessional and feeds the impression among some in our community that getting on a city board is an insider's game, all about who you know, which is corrosive in terms of trust and respect for local government. I was most pleased with the interview process I had with the budget committee. All four candidates had the same experience: interviews were done at the Civic Center, the same questions were used for each interview, we were rated using an established set of criteria, and the interview panel consisted of board members and city staff.

Using that as a model, in the email that follows you will find the process I recommended for our latest set of applicants. I am not suggesting that this is the best, I think we should discuss the principles we should be following and establish a process. I believe the library board should lead the way in terms of a professional, standardized process for board applicants.

In terms of principles that come to mind for me:

1. All applicants should experience the same process (being the mayor's sister does not give you a pass)
2. The interview questions and criteria should be objectively based (not subjective) and tied to skills and experiences that are relevant to the work of the board ("fitting in with the group" does not qualify).
3. The interviews should take place on city premises (no casual meet up for coffee at Gwynn's)
4. The interview team should include at least one non-board member (this could be the Director or one of the staff or our council liaison - there options within the city and our partner cities)
5. The length of the interview should respect the applicant's time
6. The applicant should have an opportunity to ask questions
7. The process should be transparent.

This is not something that needs to be decided tomorrow, but we can start the discussion. Please bring your thoughts and experiences to the meeting

Best

Carol

----- Forwarded message -----

From: **Carol Palmer** <carolpalmer24@gmail.com>

Date: Tue, Jul 7, 2020 at 9:13 AM

Subject: Interview Questions/Agenda/Criteria

To: Suzy Stutes (stutes.fam@gmail.com) <stutes.fam@gmail.com>, Irene Green <GreenI@canbyoregon.gov>

Hi Suzy and Irene,

Welcome back Irene! and I hope you both had a great fourth!

For our interviews this afternoon I have prepared an agenda, evaluation criteria, and three questions. I have tried to keep this short - no need to drag it out. I am open to any changes/edits. And apologies for this being so last minute.

Agenda

1. Introductions
2. Q1 Carol
3. Q2 Irene
4. Q3 Suzy
5. Applicant questions of us
6. Next steps review - Carol

After both interviews are completed I suggest we use the following 2 criteria to rate the candidates on a scale of 1-5 (5 = high).

1. Skills and experience relevant to the work of the board
2. Familiarity with library operations and challenges

Question 1

Describe your skills and experiences that would make you an asset to a library board.

Question 2

How familiar are you with libraries in general - operations, challenges, opportunities?

Question 3

What do you see as the role of the library in our community?

See you on zoom!

Carol