

## CANBY PUBLIC LIBRARY BOARD MEETING MINUTES March 19, 2019



### **5:30 PM City of Canby, Willow Creek Conference Room**

Present: Roger Reif, Linda Warwick, Kathleen Myron, Carol Palmer, Meridian Lattig, Denise Fonseca, Suzy Stutes (board members); Irene Green, and Lizzie Figueroa (library staff).

Absent: Cameron Jones, Shawn Varwig

The meeting was called to order at 5:33 p.m. February minutes were approved with a few amendments. Irene congratulated Carol on receiving the Oregon Heritage Excellence Award for the Canby Women's Heritage Trail.

#### **Review of February Action Items.**

- a. IRENE WILL SHARE COPIES OF THE CHILD INTERNET PROTECTION ACT (CIPA) TO BOARD MEMBERS. Irene shared this information.
- b. THE LIBRARY WILL ADD A DIRECT LINK TO THE BOARD'S PAST MINUTES AND AGENDAS TO THE LIBRARY'S WEBSITE. This has been done.
- c. IRENE WILL WORK ON SETTING UP AN EMAIL ACCOUNT FOR THE LIBRARY BOARD. Because of record retention laws, the City doesn't want official email going to an outside server without being archived locally. So the proposal is to set up a new email address for the public to contact the Board, but those messages will go to the Library Director and Supervisor, and they will forward them to the Board members' individual addresses. The Board approved this proposal 6-0.
- d. ADD PUBLIC COMMENT ITEM TO BOARD MEETING AGENDA. Irene has updated the agenda template to include this.
- e. IRENE, ROGER, AND KATHLEEN WILL MEET TO WORK ON A DRAFT OF THE CPL BOARD PRESENTATIO TO THE CITY COUNCIL. (APRIL 17). (They met March 5<sup>th</sup> and 9<sup>th</sup>)
- f. UPDATE END DATE ON STRATEGIC PLAN TO 2023. Irene has done this.

- g. An amendment to the February meeting minutes: The Board had approved Kathleen to continue as Canby's LDAC representative

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

Prior to the Board meeting, Kathleen sent out her LDAC report March 19 to Irene, Lizzie, Roger, and Linda; then to all board members. Kathleen briefly noted the next LDAC meeting will be April 22 or 29 (she will advise the Board when the meeting has been scheduled.) She also noted that the LDAC Data Subcommittee had met March 1 with Greg Williams' successor Kathryn Kohn introduced. The form review continues.

### **City Council Presentation Planning (for April 17<sup>th</sup>).**

Irene reported that preparation for this presentation is still ongoing. She'll send out the draft presentation and would like feedback ASAP. She's planning to give City Councilors copies of the slides, so they can follow along with the PowerPoint slideshow.

### **Election of officers for next year.**

Kathleen advised against serving as both the Board Chair and the LDAC rep at the same time. Linda agreed to take on the chairship, and Carol agreed to serve as Vice Chair. Their nominations were approved unanimously (6-0). These appointments will start in July.

### **Oregon Public Library Standards Review – Section 2 (Staff Standards).**

The updated Oregon Public Library Standards can be found here:

<https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-091718.pdf>

Board members and Irene agreed that Canby Public Library does not currently meet the following essential standards:

- The library employs a sufficient number of paid staff members who are present during all library service hours to provide services central to the library's mission and goals. (The term "sufficient" is the issue—there's room for improvement.)
- The library maintains, supports, and funds an annual staff development plan. (There's a Travel & Training Budget, but no Staff Development Plan.)

- The library maintains contemporary job descriptions for all classifications and provides regular job performance evaluations for all staff. (We're behind on performance reviews, and the job description for the Children's Librarian is badly outdated.)
- Job descriptions include a defined salary range and benefits package for each job description. Salary and benefits are comparable to the average for similar library staff positions in similarly sized library service areas and/or for similar positions within local governmental agencies. (CPL salaries are low compared to comparable positions in similar communities.)
- The library's strategic plan includes specific goals for surveying community diversity. (This is not included in our strategic plan.)
- If more than 10 percent of the community speaks a language other than English in the home, the library responds by adding staff or volunteers capable of speaking with and culturally engaging with those patrons in their primary language. (Since Angelica left, we need to improve our outreach & bilingual services.)

Irene pointed out that these standards are guidelines, not law. Relating to the section on Diversity and Community Engagement, Denise shared some research she had done into Canby's demographics. The U.S. Census data is only updated every 10 years, but the Clackamas County Diversity Assessment and Canby Visions Plan are updated more frequently. (There's still a lag as the data are analyzed—2018 information should be available soon.) She proposed expanding that point in the strategic plan to incorporate the Clackamas County Diversity Assessment. The motion passed 6-0. Irene mentioned that staff will be getting diversity training at the All Staff Training Day in October.

Board members observed that the Russian-speaking population didn't seem to be reflected in the demographic breakdowns for the area. This may relate back to the need for updated service area maps. We could try to contact Irene Konev about the feasibility of making sure that group is represented in the census and by our services. We should also contact ESL instructors at Clackamas Community College. Meridian reported that there are no Russian-language clubs or activities at Canby High School, to her knowledge.

Denise asked how Board members might be able to familiarize themselves with the details of daily operations at the library. Irene is always willing to meet and answer questions, and we could possibly plan a work session on this topic. (Note: If we have a work session on the budget, and a quorum will be present, we have to post public notice in advance.)

Denise also drew attention to the Board's duties as outlined in the City Ordinance, which include investigating sources of funding. Suzy and Linda suggested that, rather than Board members approaching potential donors directly, they should consult with the Friends of the Library and the Library Foundation. It's a good idea to have a coordinated strategy so we don't

duplicate efforts. And donors might be better served by directing funds to the Friends or the Foundation, rather than to the City.

### **Library Staff Report.**

#### BUDGET UPDATE.

- Irene reported that the City has approved adding funds to our personnel line, to make up for our overages. Everything else is on track.

#### LIBRARY OPERATIONS.

- The Winter Reading Program wrapped up with 135 participants.
- Cultural Pass Express (the new ePass system) goes live on April 1.
- The Library of Things is still in progress. The grant money to purchase our equipment will probably be here in the next fiscal year. We're still deciding what to purchase. There's also an ongoing discussion of liability issues and age requirements.
- The library recently added 20 Chromebook laptops, available for patrons to check out for in-house use. We're going to do a soft rollout in May. We need to set up a special server that will automatically limit their session time to 3 hours, and render the laptop useless if someone takes it out of the library. We decided to have a minimum checkout age of 14. These laptops are also available for library computer classes.

#### LIBRARY PROGRAMS AND EVENTS.

- During February's fine forgiveness program, staff waived over \$900 and took in over \$1000 in fines.

### **Friends of the Library Report.**

Linda reported that the Willamette Valley Country Club is hosting a fundraiser tea party on 4/6. They're still trying to gather a few more auction items (mostly gift certificates to local businesses). Irene is contributing several library fine vouchers. Board members wondered whether Calvin LeSueur (Canby's Economic Development and Tourism Coordinator) could help publicize this event. Carol will share Calvin's contact information with Suzy.

Linda further reported that the bookstore is doing steady business. They're still searching for the best book for a community read. (Meridian suggested *George*, Carol suggested *Piecing Me*

*Together.*) Local athlete Colin O’Brady might be writing a book about his experience crossing Antarctica, although that probably won’t be published in time for our purposes. Denise will ask him about speaking at the library, anyway.

### **Board Members’ Reports and Concerns, and Public Comments.**

There being no other concerns, reports or questions, the meeting adjourned at 6:42 p.m. The next meeting is scheduled for Tuesday, 4/16, at 5:30 p.m. in the Willow Creek Conference Room. Kathleen also invited other Board members to attend the upcoming LDAC meeting on 4/22, if they’re interested.

### **Action Items:**

- Board Members will review Section 3 (Materials Standards) of the Oregon Public Library Standards for discussion at the next meeting.
- Board members should provide feedback to Irene on the draft presentation.
- Board members will contact Irene Konev and ESL instructors in an effort to determine whether the library is meeting the needs of the local Russian-speaking population.
- If Board members are interested, Irene will plan a work session to review the details of the library’s daily operations.
- Irene, Roger, and Kathleen will continue to work on the presentation to the Council. (They will meet April 4.)

Respectfully submitted,

Lizzie Figueroa

Library Supervisor