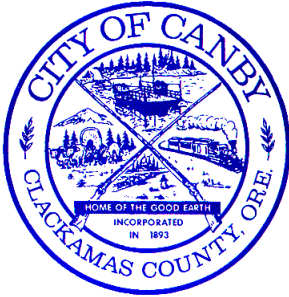


CANBY PUBLIC LIBRARY ADVISORY BOARD MEETING MINUTES January 19, 2021



5:30 PM Virtual Meeting

Present: Suzy Stutes (acting chair), Linda Warwick, Kathleen Myron, Denise Fonseca, Judi Jarosh, Jessica Hines, Meridian Lattig (board members); Danny Smith, Marisa Soltz (library staff); and Christopher Bangs (City Council Liaison).

Absent: Carol Palmer (resigned effective January 17, 2021)

The meeting was called to order at 5:30 p.m. November minutes were approved as written.

Review of November Action Items.

- a. **CITY COUNCIL IS EXPECTED TO READ THE PROPOSED AMENDMENT (TO MUNICIPAL CODE SECTION 2.20.040) AS A SECOND MEETING, THEN VOTE ON WHETHER OR NOT TO ADOPT IT. CAROL WILL REPORT ON THEIR PROGRESS.** Carol resigned from the board, no update available. Danny will follow up with Melissa Bisset for more information.
- b. **THE BOARD WILL MOVE TO A BIMONTHLY MEETING SCHEDULE, WITH THE NEXT MEETING IN JANUARY. THIS CHANGE WILL BE REVIEWED AFTER SIX MONTHS (IN MAY 2021).** Board members are content with the new bimonthly meeting schedule, no changes.
- c. **LIZZIE WILL SEND OUT THE LIBRARY'S STRATEGIC PLAN TO BOARD MEMBERS.** This was completed.
- d. **CAROL WILL INVITE THE NEW CITY COUNCILORS AND CITY ADMINISTRATOR TO ATTEND A BOARD MEETING. CAROL WILL ALSO OFFER SHAWN A DEDICATED TIME SLOT ON THE BOARD MEETING AGENDA, IF HE'S INTERESTED.** Shawn Varwig was reassigned by the Mayor to other City committees and Christopher Bangs is now the City Council Liaison to the Library Advisory Board.

City Council Liaison Report.

Christopher Bangs introduced himself as the new City Council Liaison to the Library Advisory Board. He would like to know how best he can serve the interests of the group. He reported that at the last City Council meeting, everyone congratulated each other on their new positions and that Traci Hensley will serve as the City Council President.

Christopher requested that board members routinely share information to be relayed back to the City Council. Kathleen emphasized how critical communication is between the board and council. She asked Christopher to report back any relevant information from the City Council at future meetings. Denise shared that we have a new City Administrator and Library Director, so the board is going in a slightly new direction. The current focus is on supporting the library and maintaining the budget. Christopher shared that he is an advocate of libraries in general and is happy that Meridian, one of his previous students, is also on the board.

Board Contact Information.

Denise said we have two lists of information; one list is contact information and the other list is about board members skills and experience. We will need to change the board liaison and chair on the contact list. In an effort to prioritize everyone's privacy and create a simplified contact list, Danny will prepare a brief survey for all board members to complete. Everyone will be able to indicate what contact information they want included on the new contact sheet. Board members are welcome to share more information individually, however, an email and or phone number is the most that will be required and shared with the group.

Strategic Planning.+6

Danny found three versions of the Strategic Plan; one for 2020, 2021, and 2023. No one knows which version to follow. The 2023 version is on the website, however. After speaking with the City Administrator and Library Advisory Board Chair, Danny decided to table the strategic plan for a short time due to COVID-related impacts to services. Scott Archer will tentatively attend the March meeting, when the City Council has their revised goals set. In the meantime, Danny is building a portfolio for the strategic plan and anticipates returning to work on this late in 2021 or early 2022.

Danny is also working with Ross Fuqua, Data & Federal Programs Consultant at State Library of Oregon and Christopher Rumbaugh Librarian (and resident statistician) at Salem Public Library. Together, they will generate a draft community survey to identify what the Canby community needs and priorities are from the library. Danny also has the dataset from the last community survey which we will use as a jumping-off point. Denise said we have to revisit everything due to COVID and start from scratch. But we will also have a better focus that way. Kathleen said the 2020 Census information should be coming (from Portland State University) sometime this May (2021).

Library Staff Report.

Danny shared that the library's fiscal year budget was reduced a couple weeks ago as a result of the COVID-19 pandemic. In a typical fiscal year, the library takes in roughly \$30,000 in fine revenue. As a result of that revenue stream being lost this year, the library had to reduce on-call usage by about half as well as the subscriptions and books budget by \$10,000.00. Marisa shared that most of the collection reduction can come from the DVD line if necessary, since the film industry has been hit hard due to COVID and limited titles are currently available. Danny said the Friends of the Library are going to meet to discuss possibly replacing a portion of the lost books budget money, but that has not been confirmed.

Marisa updated the Board with the new curbside schedule changes which will be M/W/F 10am-1pm and T/Th 2-5pm. These changes are due to COVID restrictions and budget issues that came to light in the last few weeks. The library is only reducing the curbside hours by 3 hours per week, and both Lizzie and Marisa came up with the amended hours based on the busiest times of day for curbside and based on staffing.

Teen Liaison Report.

Meridian said she is trying to form a Teen Advisory Council at Canby High School and she is also trying to find a future replacement for her on the board when her term ends at the end of next year. She said it has been difficult to reach underclassmen. Her game-plan now is to contact the leadership team since they know what is going on at the school, in addition to contacting the school principal. Students at her school don't need community service hours right now so it's hard to get people who want to be invested in this community and the Library Board. Google Classroom is an excellent resource in order to spread information with people, and Meridian will continue reaching out to other students and Christopher Bangs to see how she can recruit her replacement in the coming months.

Friends of the Library Report.

The next Friends of the Library meeting is on Friday, January 22nd. The Friends want to see if they can get a matching donation to help offset the current budget reduction. The Friends are also sponsoring the Winter Canby Reads program with the Canby Kiwanis, so they can channel some of the money back into the library. The chosen book is Toni Morrison's "The Bluest Eye." Copies of the book will be distributed to various businesses around town: the two bakeries, Retro Revival, and Wayward Sandwiches to name a few. Books will also be available at the library. A membership form for the Friends of the Library will be included with each book since that is the main form of revenue right now. There will be a Zoom meeting on March 1st to conclude the Canby Reads program.

Library District Advisory Committee (LDAC) Report.

LDAC met on January 5th for the first time in almost a year. Al Matecko is the new chair for the LDAC group and everyone introduced themselves. Representatives from each library went over what COVID services were offered to meet the needs of their communities. Many services were adjusted in a positive way. For example, Lake Oswego has a virtual speaker to present on the popular book "Caste."

The district mapping/boundary issue was not discussed at the meeting. The next LDAC meeting is March 22nd at 6pm. LDAC is meeting less regularly due to all the changes occurring because of COVID, but they will continue to meet and talk about everything and keep important issues on the surface. The meeting was encouraging due to the fact that all libraries are staying active and anticipating future work on the task force.

Danny said the task force has many political elements and a diversity of issues or concerns from each member library. Denise is supportive of the task force moving forward at the right time, so when the time comes, the right people will listen.

Board members' reports, concerns and comments.

There being no other concerns, reports or questions, the meeting adjourned at 6:17 p.m. The next meeting is scheduled for Tuesday, March 16, at 5:30 p.m. via Zoom.

Action Items:

- Christopher Bangs is the new City Council Liaison and he wants to know how best he can serve our interests as the Library Board. Library Board members will tell him what information to relay back to City Council.
- Danny will send out a short survey in the coming weeks as to what contact information each Library Board member wants included on the contact sheet.
- Scott Archer will tentatively attend the March meeting. The Board should be ready to give him an update on Board-related activities.

Respectfully submitted,

Marisa Soltz

Reference Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON
MARCH 16, 2021.