



**Keizer Community Library Board of Directors
Meeting Minutes
July 14, 2022**

Held in KAA Classroom

BOD members present: Barbara Miner, Betty Hart, BJ Toewe, John Goodyear, Kris Adams, Paula Guiles, Chris Melquist, Elaine Goff, Libby Seil. Absent: Olga Gloria, Irma Dash, Erma Garrison, Fatima Falcon, JoHanna Allen, Lyndon Zaitz. Also present: Kelly Peterson.

Meeting called to order at 6:30 pm.

PUBLIC COMMENTS:

Barbara introduced Kelly Peterson, the new library assistant who will be partially replacing our former manager, Clara Lipetzky, but for only 10 paid hours per week instead of 20.

REPORT FROM THE JULY 5TH CITY COUNCIL MEETING: BJ Toewe

BJ reported that CCRLS Chairperson John Hunter presented Adam Smith and Mayor Clark with a 9-page report listing a number of specific conditions Keizer Community Library would have to meet in order to be approved for membership in the CCRLS system. Principal among his conditions was public funding by the City of Keizer through the addition of a minimum of \$2.50 per month to each household's water bill rather than our initially requested amount of \$125,000. John Hunter's report also specified that we would need a larger library space in order to be approved by CCRLS. These demands concerned the City Council and resulted in their withdrawal of the library funding proposal from the November ballot.

The next City Council meeting will be Monday July 18th, at which time funding for a Keizer public library will be a major topic. BJ urged as many library members and Keizer residents as possible to attend Monday's meeting. Betty Hart also suggested writing an email to the Keizer City Council in support of a public library and sending it c/o davist@keizer.org.

ACTIONS REQUESTED: Barbara Miner

- Approval of the June 2022 Meeting Minutes: **M/S/P**
- Approval of appointing Libby Seil as acting Secretary until our fall elections. **M/S/P**
- Approval of the 2021 Annual Report. **M/S/P**
- Barbara also passed around a sign-up sheet for BOD members to estimate their total library volunteer hours since the date of the last BOD meeting in June.

MONTHLY FINANCIAL UPDATE: John Goodyear

John reviewed the Annual Operating Budget for 2022 in terms of KCL's expenditures through June and the remaining funds available in our various accounts. After this year ends on December 31st, John estimates that the Library will have only \$30,000 remaining in the Operating Budget for 2023.

- A new Debit Card has been ordered to replace one canceled due to fraudulent charges.
- The Finance Committee members have agreed to meet regularly on the Monday afternoon preceding each month's Thursday BOD meeting.

- **ACTIONS REQUESTED:**

- Approval of John and the Finance Committee's revisions of KCL's official Financial Policies. **M/S/P**
- Approval for Libby Seil to be added as a co-signer for any checks necessary while she is acting Secretary. **M/S/P**
- Approval to credit Mary Sasaki for successfully writing the Grant for the Spirit Mountain funds KCL has recently received. **M/S/P**
- Approval to rescind the BOD's prior approval to withdraw \$10,000 from savings to hire an assistant director for KCL's Children's Summer Program to replace BJ, who was *going* to chair our campaign for a Keizer public library on the November ballot. **M/S/P**
- Approval to allocate \$700 from funds already available to support our booth at the KeizerFest. **M/S/P**
- All members agreed that a special BOD meeting would be called pending the results of the July 18th Keizer City Council meeting.

OPERATIONS REPORT: Barbara Miner

- There is a critical need for more library volunteers due to Clara's resignation as well as the unexpected withdrawal of several volunteers this summer, just when patron visitation is up.
- Barbara presented a number of graphs of library usage during the month of June showing a significant increase in patrons, especially on Children's Special Event days.

EVENTS UPDATE:

- Kris Adams reported on the reading by local author Chris Lockard.
- Chris Melquist reported on some ideas for the Library's Keizer Fest booth and advocated the need for someone to take charge of KCL's parade entry.
- Chris also said that on Monday, July 25th, the Library will be sponsoring a free mental health service presentation
- BJ Toewe reported on the Keizer Heritage Center tour on July 12th, and discussed plans to have KCL have a table with promotional handouts at the Chemeketa Community College open house on Wednesday, July 20th.
- Kris Adams reported that the Keizer neighborhood associations she's spoken with are all very supportive of our public library effort. There is also a constant need for books for the neighborhood "Little Libraries", which KCL will gladly contribute to from our donated books.

COMMITTEE/WORK GROUP REPORTS:

- **Children's Committee** - BJ Toewe reported that our Wednesday afternoon programs are successfully underway and will run through August 17th. The reading programs run through September 10.
- **Adult Literacy Program** - Paula Guiles reported that she has been in contact with Pastor Jorge from the Centro Cristiano Agape church in Keizer, who is trained in adult education and is willing to help us train volunteer instructors for our program. Paula hopes to start training volunteers to teach Adult Education classes at KCL this fall, using funds already allocated for that purpose.
- **Collections Committee** – Elaine Goff reported that the current inventory work organized by Barbara and being carried out by various volunteers is near completion. She will also be continuing our "Book Crossings" program, which disperses free books, with KCL information included, randomly throughout the Keizer community.

- **Book Sale** – Libby Seil reported that our next Book Sale is scheduled at the City Hall from November 3rd- 5th. KCL will be represented by our booth and parade entry during Keizer Fest in August.
- **Volunteer/Hiring Committee** – Barbara Miner emphasized that BOD members are needed to participate in both the Volunteer Recruitment and Hiring committees.
- **Website** – Barbara reported that the KCL website is up and running, and is being managed by Jaime Hinsz. Any BOD members who wish to publicize a library event or program can contact Jaime at jaimeh@keizerlibrary.org

EXTERNAL REPORTS/NEW BUSINESS:

- BJ Toewe reported that the Keizer Heritage Foundation has agreed to remove the History display cases in the hall by the back entry and let us put up shelving there to display books for sale.
- Betty Hart reported that the Keizer Chamber is selling advertising space to local businesses and organizations in it's informational materials, and suggests that KCL consider the opportunity. Barbara pointed out that we should first ask the Keizer Heritage Foundation if they were planning to (or would consider) advertising through the Chamber and including each Heritage Center occupants in their ad before we allocate funds for that purpose.

The meeting adjourned at 8:05 PM.

MINUTES APPROVED August 5, 2022