



## Keizer Community Library Board of Directors

### Meeting Minutes

June 6, 2022

Held in Keizer Heritage Museum

BOD members present: Erma Garrison, Fatima Falcon, Irma Dash, Paula Guiles, Libby Seil, Kris Adams, JoHanna Allen, Lyndon Zaitz, Betty Hart, John Goodyear, BJ Toewe, Elaine Goff, Bill Leach, Olga Gloria. Also present: Barbara Miner, Clara Lipetzky  
Meeting started at 6:33pm

It was Bill Leach's last meeting as president of the board. He reminded everyone that Barbara was voted in to take his board seat at the May meeting, and appointed the Director of Operations so that the board can focus on other work.

#### **ACTIONS REQUESTED:**

- Approval of May 2022 Meeting Minutes
  - Correction - Libby Seil was absent.
  - Amended May 2022 Meeting Minutes: **M/S/P**

#### **MONTHLY FINANCIAL UPDATE:** John Goodyear Finance Report 6/06/22

- Current Financial Position - At the end of May there was a \$36,300.47 balance in the checking account, a net decrease of \$3,172.18. We have a decrease of \$16,694 so far this year. There was an increase of \$2,558.22 in the savings account bringing it to \$29,340.16, and the CD remains at \$30,014.79. This gives us a total of \$95,655.42 so our net decrease for May was \$2,846.72.
- **ACTION REQUESTED:** Adoption of Revised Financial Policy – Postponed until July Meeting. Section 4.05.1 has been updated and an addendum was added.
- **ACTION REQUESTED:** Approval of adding \$10,000 to current budget towards Children's Programs and Marketing. **M/S/P**
  - We have just under \$30,000 in savings. It was moved that we transfer \$10,000 to the marketing budget and the children's programming budget to use for offloading BJ's work.
- **ACTION REQUESTED:** Approval to create a separate debit account to use with the debit card. **M/S/P**
  - In order to reduce the risk of fraud, only ~\$100 in it at a time, with more to be transferred from checking as needed.
  - Checking account will be linked to online banking and checks. Debit account will be linked to the debit card.
- **ACTION REQUESTED:** Remove Bill Leach's signature authority and add Barbara Miner and Clara Lipetzky. Get debit cards with the names of John Goodyear and Clara Lipetzky. **M/S/P**
- Directors and Officer Insurance - Our liability insurance is in place with coverage back to the beginning of the year; we are still waiting on a bill. John has spoken with Sam and he is aware of the delay with the insurance company sending the bill.



## Keizer Community Library Board of Directors

### Meeting Minutes

June 6, 2022

Held in Keizer Heritage Museum

- Accounts Receivable - There is a random \$7,200 in accounts receivable. It is an erroneous record from Vicki's time learning Quickbooks. The money was spent long ago. We will remove it to be clear.
- Don't forget to include receipts with reimbursement requests.
- The Finance Committee will try to schedule a consistent meeting time.

#### **OPERATIONS REPORT:** Clara Lipetzky

- Number of patrons per day, number of books checked out, and number of patrons are all up.
- 1400 books were added from November 17 - May 31. Many of them have been checked out, largely due to the New Books shelf.
- 1pm-3pm shifts are busy, and we would like to add the shift to Mondays and Tuesdays. More volunteers are needed to do this.
- Barbara added that storytimes have increased the patrons during those shifts, and the Community Dinner brought in 28 new card applications.

#### **COMMITTEE/ WORK GROUP REPORTS:**

- Book Sale – Libby Seil reported that the book sale was successful, grossing \$2,500. We were able to offer books to several nonprofit organizations, including Simonka Place, NWHS Youth and Family, Center for Hope and Safety, and Little Libraries. Barbara noted that we sold about half of what we brought to the book sale. She encouraged board members to connect with organizations that might like donations throughout the year so we have less to bring to the next sale. We can sort for them as we go. Interested organizations should email Barbara at [barbara@keizerlibrary.org](mailto:barbara@keizerlibrary.org).
- Community Dinner – Bill Leach reported on behalf of Chris Melquist that close to 180 people came to get potatoes and chili. The dinner only cost us about \$250, less than we had approved. We gained good rapport and 28 new patrons, and Barbara was able to connect with the National Honor Society about potential teen volunteers.
- West Keizer Neighborhood Association - Kris Adams reported that the library has overwhelming support from the association. They will step up to help when asked.
- Greater Gubster Neighborhood Association - Erma Garrison reported that a post she put on NextDoor got some good attention and questions from community members.
- Children's Committee - BJ reported that MAPS Credit Union increased their previous sponsorship of \$100 to \$1,500. Three \$100 savings accounts will be awarded as prizes for the summer reading program and the remaining \$1,200 will go towards the expenses of crafts and activities. Make sure to thank branch manager Colleen!



## Keizer Community Library Board of Directors

### Meeting Minutes

June 6, 2022

Held in Keizer Heritage Museum

#### **FUTURE ACTION ITEMS TO HELP US BECOME A PUBLIC LIBRARY:**

- Lyndon noted that everyone belongs to an organization. Everyone should be spreading the word to those organizations. It's our responsibility as board members.
- Campaign committee has been working. John, BJ, and Jane spoke with EveryLibrary, a Massachusetts nonprofit which helps libraries trying to pass a ballot measure. They were given steps to follow, starting with spending a week or two coming up with the names of 150-250 people that are well known in the community. At a meeting of Lore Christopher, Betty Hart, John Goodyear, BJ Toewe, Lyndon Zaitz, Fatima Falcon, Jane Herb, Dan Kohler, and Anthony Rosilez (who has offered to donate \$5000 from his campaign), 160 names were brainstormed.
- Next steps:
  - 6/7/22 - City Council work session to determine the amount and wording on the ballot measure.
  - We will contact each person on the list in the next 2.5 months to see if they'll add their name in support of the measure.
  - After Labor Day, we will run a full page ad in the KeizerTimes to show all of our supporters. John from EveryLibrary recommends blast messaging close to the vote.
  - As soon as we have a campaign name, Mark will go to the bank to set up an account for us and we'll start collecting donations.
- As a nonprofit we can use 20% of our budget on the PAC.
- BJ passed out a survey to understand who knows who in the community.
- We need to form an official PAC registered with the Secretary of State.
- The PAC treasurer will be Mark Miedema, who worked for the state and the Vote Yes for Keizer Fire District campaign.
- Betty reminded the board to tell people about the library, ask if they've been here, encourage them to sign up, and tell them about events. Ask people what they'd like to see here.
- Fatima had an idea for us to pass out library card applications or information at the beginning of the school year.
- Current plan to recommend: \$2 a month on service bills to hire a library director and a full time children's librarian.
- Betty noted that the challenge for Keizer is that the amount at which your property is assessed is limited. Biggest stumbling block will be how people will feel about paying essentially a tax on their water and sewer bill, especially with police and parks fees already being added. In the meantime, we can promote our services and the benefit of our library
- The campaign committee is working on Wednesdays at 3:30. Give interested campaigners BJ's email address: [bj@keizerlibrary.org](mailto:bj@keizerlibrary.org).

Meeting adjourned 8:10pm