



Keizer Community Library Board of Directors Meeting Minutes May 12, 2022

Held in KAA Classroom

BOD members present: Bill Leach, Betty Hart, BJ Toewe, John Goodyear, Erma Garrison, Kris Adams, Paula Guiles, Chris Melquist. Absent: Olga Gloria, Irma Dash, Fatima Falcon, JoHanna Allen, Lyndon Zaitz, Libby Seil, Elaine Goff. Also present: Barbara Miner and Clara Lipetzky
Meeting started at 6:36 pm.

ACTIONS REQUESTED:

- Approval of April 2022 Meeting Minutes: **M/S/P**
 - (A request was made for Secretary to summarize the minutes more fully to assist those unable to attend the meeting.)
- Date change of next Board Meeting to June 6th. **M/S/P**
- Preapprove Barbara Miner to be Director of Operations in lieu of President when Board Presidency position vacated. Board Membership will be for a term of 3 years. President position to be filled at Annual Board Meeting. **M/S/P**
- Approve Vicki Brammeier as Library Representative on Heritage Foundation Board. **M/S/P**

MONTHLY FINANCIAL UPDATE: John Goodyear

- **ACTION REQUESTED:** Adoption of Revised Financial Policy – Postponed until June Meeting.
- Current Financial Position – See Addendum A to Minutes
- Chamber Grant – John couldn't find the link so it was resent and John to complete
- Directors and Officer Insurance – Refiled and bill to be sent to KCL
- Credit Card Application – Currently not able to obtain a KCL credit card
- Accounts with Vicki Brammeier's name to be changed to Barbara Miner's.
- Tammy R. to do checks. John to stay in loop and review the process.

OPERATIONS REPORT: Clara Lipetzky

- First volunteer training session was a success and more are planned.
- Suggested a \$5 minimum charge for Square to keep fee charges more reasonable. Also suggested a free change container to be placed on Service Desk for patron use.
- Barbara M. is now helping with cataloging.
- Newsletters continue to be sent to volunteers to keep them updated on changes in the library.

COMMITTEE/WORK GROUP REPORTS:

- West Keizer Neighborhood Association: Kris Adams stated that she has been getting the word out at the Association meetings, but they do not meet during June, July, and August. BJ will speak at the September meeting about the library becoming a public one.
- Greater Gubster Neighborhood Association: Erma Garrison stated that she has been getting the word out in the neighborhood with great interest in the children's programs. She is also mentioning the library to church members.
- LAC: No update given.

- Collection Committee: Barbara Miner reported that the sorting process has been clarified and refined.
- Events: Chris Melquist
APPROVAL REQUESTED: While it is estimated that funds needed for the May 25th Community Dinner will be less than \$300, a request to allow up to \$350 to be spent if needed. **M/S/P**
- Children's Program: BJ Toewe reported that the storytimes restarted the first week of May. Additional summer reading activities are in the final planning stages and will include theater, crafts, and scientific activities. The Reptile Man will jumpstart our Summer Reading Program on June 25th and is expected to be a big hit.
- Adult Literacy Program: Paula Guiles stated that she is trying to find someone to train from the church. Once Paula is trained, she will be trained to do baseline training to determine the reading level at which the participants will start.
- Book Sale Team: Barbara Miner A few slots are still available to assist in the book sale. Arrangements have been made for little libraries and other non-profit organizations to come at 4 PM to pick up free books. An emphasis will be placed on more selective sorting with items not going into collection or book sale being immediately donated to other non-profits.
- Annual Report Work Group: Barbara showed the most current version. It was the consensus that instead of a picture of the Board, it would be better to have that space devoted to the benefits of becoming a public library and joining the CCRLS.

The meeting adjourned at 8:40 PM.