



Keizer Community Library Board of Directors

Meeting Minutes

January 12, 2023

ATTENDANCE:

Board Officers

- Barbara Miner,
President
- BJ Toewe, Vice
President
- John Goodyear,
Treasurer
- Erma Garrison,
Secretary

Board Members

- Kris Adams
- Johanna Allen
- Elaine Goff
- Libby Seil
- Paula Guiles
- Betty Hart
- Lori Koho
- Lyndon Zaitz
- Jamie Hinsz
- Vacant

Guests

- Gabriella Turney
- Shaney Starr
- (fill in)
- (fill in)
- (fill in)

AGENDA ITEM	MINUTES
ACTIONS REQUESTED	<ul style="list-style-type: none">● M.S.P. Approved December 2022 Meeting Minutes● M.S.P. Approved 2023 Operational and Event Calendar. KCL will be closed Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Years Day.● M.S.P. Lori Coho added to the KCL BOD
PUBLIC COMMENT	<ul style="list-style-type: none">● \$60,000 from the City of Keizer was deposited into KCL's checking account.● We welcomed Shaney Starr as our library liaison to work with the KCL Board and the City of Keizer.● Elaine Goff has submitted a letter of resignation from the KCL BOD. This leaves a gap in the Collection Committee.
NOMINATIONS	Lyndon introduced Lori Coho, former First Lady of the City of Keizer.
FINANCIAL UPDATE	At the end of 2022 there was a balance of \$12,985.21 in KCL's checking account. \$60,000.00 was just deposited for KCL's 2023

	<p>budget from the city.</p> <p>An amount of \$12,985.21, remaining from 2022, will be rolled into savings now that KCL's 2022 bills are paid.</p> <p>Our initial budget was \$52,995.00, so we spent just about \$40,000 in 2022. The debit account had \$202.03.</p> <p>There is \$41,490.18 in the savings account this month. This reflects an increase of \$653.42 from Abe, Square and PayPal. The CD ended the year at \$30,060.04. This gives us an ending total of \$84,737.46.</p> <p>We just received a \$10,000.00 donation from Marilyn Prothero which has been put into our savings.</p> <p>Beginning balances for 2023 will be \$60,000.00 in checking and \$64,475.39 in savings.</p> <p>\$202.03 is in our debit account and it will be increased to \$400.00 and we have \$30,060.00 in the CD. The CD is preserved for paying our SBA loan.</p> <p>File lease: in February</p> <p>CD: The renewal notice for our CD arrived after the withdrawal date. The interest was bad at .15% saving account rates. After speaking with the bank; they gave us a pass to renew this week at 2.75% for 15 months. John Goodyear reports our 2022 past frugality puts us in a position to start off this 2023 library financial year in good shape.</p> <p>2023 Budget: Executive board member's approved.</p> <p>AbeBooks: We have cleared about \$80.00 for the year, after all the sales work, the shipping expenses and work, and sorting and handling efforts. Recommend we continue to watch this and look for ways to improve.</p>
<p>OPERATIONS UPDATE</p>	<p>Kiara Tomlinson, Cheryl Ousey and Lori Coho are new volunteers. Kiara Tomlinson is a science teacher at McNary High School. Cheryl is taking her turn with reading for Wednesday morning story time. Lori has been helping behind the circ desk and successfully signed up three Spanish speaking patrons with library cards.</p>

	<p>Gabriella says we have an additional new book section in the library. 87% of all new books get checked out.</p> <p>The 20% off display in the library sold a few hundred dollars worth. One of our volunteers, Ariel, uploads pictures of books to AbeBooks. Gabriella is working to put books on the Marketplace.</p> <p>A \$200.00 book was sold to someone in the UK.</p> <p>New cards went down 50% in November.</p>
<p>ACTIVITIES UPDATE</p>	<p>Paula Guiles reported the Adult Literacy training program is complete, with the exception of two people to volunteer to train for assessing the Adult Literacy completed programs. Vivian and Bonnie have agreed to help Paula.</p>
<p>COMMITTEES AND WORKGROUPS</p>	<p>Each board member present was asked and expected to volunteer for a committee group or head a program. The Executive Board Members put together a diagram of committees, new programs and existing offices for the 2023 calendar year:</p> <p><u>Operations</u></p> <ul style="list-style-type: none"> ★ Finance Committee: John, Betty, Paula, Libby (Barbara) ★ Children’s Committee: BJ, Erma (Barbara) ★ Collections Committee: Barbara, BJ, Jamie, Betty ★ Communications: BJ, Gabrielle, Jamie, Betty Adult Literacy: Paula ★ Book Sales: Libby, Paula, Lyndon ★ Technology: John, Gabriella, Lori ★ Selling Rare books: Ariele, Lyndon, Barbara <p><u>Volunteer Support</u></p> <ul style="list-style-type: none"> ★ Volunteer Directory: Kris ★ Volunteer Training & orientation: Gabriella, Jamie ★ Volunteer “HR”: Kris (Barbara) ★ Volunteer Recognition: Lori, Kris <p><u>Events:</u></p> <ul style="list-style-type: none"> ★ Author Talks: Kris, Lyndon ★ Community Supper: Erma & Libby ★ Genealogy: Jamie ★ Chess Club: Jamie

	<p style="text-align: center;">★ Master Gardener: Libby</p> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> ★ Partner with Assisted Living: Lori, Kris ★ School Liaisons: Lori
<p>COLLECTIONS UPDATE</p>	<ul style="list-style-type: none"> ● 540 books have been added to the library bookshelves. <ul style="list-style-type: none"> ○ 102 are brand new Spanish books. Willa Claudel and her daughter Deb Wallace donated these books to the library. ● Jamie said a “Ring of Fire” book set was donated. ● BJ said Salem library is loaning thirty inclusion books for collections to choose from with the intention to put a few out on the shelves for patron browsing. These are not being checked out of the library. ● Collection board members are encouraged to follow the Index guidelines, (found in Google Docs), for deciding what goes in and for what should be weeded out.
<p>2023 GOALS</p>	<p>Growth – more volunteers are needed to work two hours each shift. We have more patrons as a result of new programs such as the events we have planned and the new communications and PR programs being developed.</p> <p>Grant writer – City of Keizer has proposed giving KCL \$15,000.00 for grant writing expenditures. Betty Hart has volunteered to write the grant if someone will edit it. She also recommends the library know ahead of time and the amount of money we expect to receive. Erma Garrison has volunteered to edit any grants written.</p> <p>Shaney will connect Barbara to grant resources. Diane Harvey has agreed to do grant searches.</p>