



Keizer Community Library Board of Directors Meeting Minutes

March 9, 2023

ATTENDANCE:

Board Officers	Board Members	Guests
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Barbara Miner, President <input checked="" type="checkbox"/> BJ Toewe, Vice President <input checked="" type="checkbox"/> John Goodyear, Treasurer <input checked="" type="checkbox"/> Erma Garrison, Secretary 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Kris Adams <input checked="" type="checkbox"/> Johanna Allen <input checked="" type="checkbox"/> Libby Seil <input checked="" type="checkbox"/> Paula Guiles <input checked="" type="checkbox"/> Betty Hart <input checked="" type="checkbox"/> Lori Koho <input checked="" type="checkbox"/> Jamie Hinsz <input type="checkbox"/> Lyndon Zaitz <input type="checkbox"/> Vacant <input type="checkbox"/> Vacant 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Gabriella Turney <input checked="" type="checkbox"/> Shaney Starr <input checked="" type="checkbox"/> Mark Northcutt <input type="checkbox"/> (fill in) <input type="checkbox"/> (fill in)

AGENDA ITEM	MINUTES
ACTIONS REQUESTED	<ul style="list-style-type: none"> Approve amended minutes from February (February minutes: The spelling of Lori's last name was corrected to Koho. Barbara highlighted the data in the minutes. It was moved and seconded to approve the minutes as corrected. The motion passed.) Authorization to spend up to \$400 for Community Dinner Accept check from YES for Library PAC for \$2617. Authorization of \$25 for volunteer recognition gift card
FINANCIAL UPDATE	<p>At the end of February 2023, there was a balance of \$51,816.81 in the checking account (budgeted money for 2023). This is 86% of budget with 83% of the year remaining. The debit account had \$301.65. There was \$63,552.48 in the savings account (reserve). The CD remains at \$30,060.04 (from \$30,000 SBA loan).</p> <p>Barbara highlighted some proposals for grants: large-print books, neon signage to indicate the Library is open in both English and Spanish; 2 more workstations; summer children's programs such as performers and a coordinator for "Beyond Books."</p> <p>BJ announced that the Library PAC wished to donate the remainder of their PAC money to the Library. It was moved and seconded to accept \$2,617.46 from the PAC. Motion carried</p>

<p>OPERATIONS UPDATE</p>	<p>Gabriella gave a report on the January metrics. Library was closed extra 2 days after first water leak. The existing four public computers are busy most of the time, which is new. There is room for two additional computers. She reported that there has been trouble with undeliverable email to patrons under the gmail system. She indicated that expertise was needed. Shaney Starr recommended Infinity Micro and offered to see if the City’s tech staff could help first.</p>
<p>EVENTS UPDATE</p>	<p>It was moved and seconded to approve up to \$400 for the Community Dinner. The motion carried. The Library banner and aprons need to be found for the event. Several Board members volunteered for various activities. Libby is tracking the volunteers.</p> <p>Use of City Hall: it was suggested that the living room area would be a good location to do an event on emergency preparation by Anne-Marie Storms from the Fire District and possibly reading with a Fire Fighter. Saturday, July 8th, “Fix It” which allows community members to bring small appliances or other things to be repaired. It will be helpful to get ideas of the kinds of things people would want fixed.</p> <p>Book sale 3rd weekend (Friday and Saturday) in May and also in November. Kris and Lyndon know some local authors to invite for presentations. Lori noted that she had taken three trips with boxes of books to Keizer Village for the residents. Little libraries could use books especially children’s books of which few are available. Little libraries can come take whatever books they want at the end of the book sale.</p> <p>Kris has recruited Anne-Marie Storm, a Deputy Fire Marshall to give a presentation in May. She would like City Hall’s living room area.</p> <p>BJ reported that the Preschool reading group is planning a special reading with Firefighters, also in May.</p> <p>Jamie is in contact with the Boy Scouts to come and work on their chess badge. She is also reaching out to Girl Scouts to see what badges they might want to work on at the Library.</p>
<p>VOLUNTEER COMMITTEE</p>	<p>Lori presented an outline for recognition of volunteers. It was moved and seconded that the Board provide a special recognition for Alana Clark who has come into the Library three days a week to sort books during the particularly harsh</p>

	<p>conditions encountered by the Library in February. The motion passed. Member signed a special certificate for Alana and she will be presented with a \$25 gift card.</p>
<p>CHILDREN'S COMMITTEE</p>	<p>BJ reported on children's programming. In & Out Burger is doing a reading program in which kids can earn up to 3 cheeseburgers for meeting reading goals. The committee is also reaching out to Keizer day care operators and pre-schools.</p>
<p>COLLECTIONS COMMITTEE</p>	<p>2359 books were added last year.</p>
<p>COMMUNICATIONS COMMITTEE</p>	<p>Jamie Hinsz volunteered to be represent the Library on a committee for the Heritage Center to promote the Center.</p>
<p>IT COMMITTEE</p>	<p>The first of our two new printers (\$1300. Paid in Feb) was installed in the Library and is working. The second printer will go into the Annex when power has been restored. The new printers use bottled ink, reducing the waste of cartridges and use the same supplies, which reduces complexity. The printers have inkwells that show the amount of remaining ink. This will allow us to manage the levels and avoid emergencies.</p>