

Board of Directors Meeting Minutes, April 13, 2023

**Motions Approved:**

MSP - Approve draft minutes from March

MSP - Mark Northcutt added to board of directors for a three year term

MSP - Alana to be presented with a \$25 gift card for all her hard work sorting books.

Members present: Barbara Miner, BJ Toewe, John Goodyear, Libby Seil, Erma Garrison, Jamie Hinsz, Lori Koho, Paula Guiles, Kris Adams, Betty Hart, Mark Northcutt. City Councilors: Shaney Starr. Guests present Gabriella Turney.

**Information Relayed:** Barbara Miner

Reimbursement of \$500.00 to Barbara for Crescendo Marketing, LLC grant writing contract.

**Financial Report:** John Goodyear

Balance of \$48,410.05 in the checking account..

- The debit account has \$332.32.
- There is \$66,406.66 in the savings account this month.
- The CD remains at \$30,060.04. The CD is preserved for repaying our SBA loan.
- We have an ending total of \$145,209.10.
- Create a Bill pay EFT payment, to State Farm, in place for our materials insurance ahead of the due date for the last known amount.

**Technical Report 4/13/23** John Goodyear

- Both of our new printers are installed and working.
- Grant proposal forthcoming to add 2 new public workstations.

**Barbara presented the Q1 report showing significant growth over Q1 2022**

Q1 Report	2022	2023	% change
# Visitors	1259	1601	+27%
Active Card Holders	871	1378	+58%
# Adult Items Checked Out (excluding computers)	1185	1620	+37%
#Children Items Checked Out	705	697	0%
Items Added	772	492	-36%
Community Events	3	1	

**Community Dinner Report:** Libby Siel

The Keizer Community Library sponsored the St Edward's Community Dinner on Wednesday March 22nd. KCL presented library information, membership forms and volunteer applications. 12 signed up for the book club, 22 patrons signed up for and received new library cards and 11 books were checked out. Erma Garrison and myself were the event organizers, working closely with Susan Foster from St Edward's to plan the menu and coordinate the volunteers needed.

The coordination, cooperation and response from our own KCL volunteers exceeded our every expectation. What a resounding success this event was, to show how we intend to fulfill our commitment, to the City of Keizer for their financial support, in our effort to serve the Keizer community with library services. This event was one effort toward realizing that goal.

**LIBRARY MANAGER Report:** Gabriella Turney

March saw the most visitors so far this year.

Monthly visitors: 644

33% increase over March 2022

Added Cardholders: 113

45% increase over March 2022

**ADULT LITERACY Project:** Paula Guiles

Paula reported the Adult Literacy program is up and ready to go with a customer sign up.

**Communications Committee:** BJ

New library volunteer, Jessi, has joined Communications committee and will be posting Facebook and Instagram

Uptick in donation of Large Print books and one check for \$25 after a press release sent into the KeizerTimes.

Website front page was very strong for Black History Month and more books were checked out than last year.

**Library Policy:** BJ

Library does not veto patron book selections. In response to a parent complaint for a selection the parent does not approve of, with kindness and sincerity say, "Thank you for showing concern for your child. We will not be making any decisions, in any circumstance, when items are being checked out with a valid library card."

KCL owns the responsibility for the books on the shelves and the KCL BOD will make decisions for what is on its shelves, whether to remove or not to remove any item from circulation.

**Use of City Hall:** Kris has recruited an event on emergency preparation, by Anne-Marie Storms and possibly reading with a FireFighter. Saturday, July 8th, "Fix It" which allows community members to bring small appliances or other things to be repaired.

**Events:** Libby Seil

Book sale 3rd weekend (Friday and Saturday) in May and also in November.

Kris has recruited Anne-Marie Storm, a Deputy Fire Marshall to give a presentation in May. BJ reported that the Preschool reading group is planning a special reading in May with Firefighters

Jamie is in contact with the Boy Scouts to come and work on their chess badge.

Lori presented an outline for recognition of volunteers.

**Children's Committee:** BJ

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. 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.

2359 books were added last year.

Meeting adjourned at 8:14 p.m.