



Keizer Community Library Board of Directors

Meeting Minutes

(July 13, 2023)
(Art Classroom)

ATTENDANCE:

Board Officers	Board Members	Guests
Barbara Miner, President BJ Toewe, Vice President Erma Garrison, Secretary John Goodyear, Treasurer	Betty Hart Gail Steimle Jamie Hinsz Johanna Allen Kris Adams Libby Seil Lori Koho Mark Northcutt Mayra Rosales Rodriguez Paula Guiles	Jessica Vining Shaney Starr <u>Absent</u> Mark Northcutt-exc. Gail Steimle-exc. Johanna Allen

Call to order: 6:36 pm

AGENDA ITEM	Minutes	Notes
Call to Order	<u>Actions Requested</u> Approval of minutes Congrats to BJ and John Inclusivity statement	MSP -June minutes approved. Barbara -The KCL board and guests presented BJ and John with flowers and a volunteer signed card in recognition of their award from City Council "Keizer Volunteers of the Quarter". Barbara -offered a proposal for a diversity statement. "We are open to everybody." It was volunteered to find an example and to fill it in more, with the concern being our community library would like possible funders to understand KCL is serious in our mission to serve the community.
Executive Report	BOD membership Grant update Bi-lingual volunteers	Kris Adams has tendered her resignation, citing personal reasons. It was accepted. Karen Holtin has been hired as our grant writer. She is immensely qualified. She has worked on grants for education as well as others. Barbara- We want to bring in more bi-lingual volunteers. We are making this a library wide effort. All library social media sites, library website, signage, as well as volunteers. KCL currently has 3 bilingual volunteers. Mayra, Angelica and a recently accepted volunteer application. She attends the morning storytime.

<p>Operations Report</p>	<p>June displays highlighted Stories Library impact</p>	<p>Jessica- discussed the different displays that were highlighted throughout the month of June, ie. Pride book month, Staycation and Summer Reading Program. Mirrors and Windows-A Muslim family visited our library and found several books on our shelves that interested them as to culture and religious interests. Safe Space-Lori brought in a water cooling station for the patrons to stay cool. Library as a Community-We have added 4 new volunteers: Charles, Samantha, Abby and Audrey. More Bay Books have been checked out Library as a Resource- 105 computers checked out for the month of June. Our volunteers helped some patrons use the computers for filling out job applications. Shaney- Requests Jessica send library stories to Karen Holtin. Impact statistics-875 visitors for June. 1236 items checked out, including computers. Good start to Beyond Books program.Social media is a helpful communications tool for direct access to patrons informing them of library news. 148 new card holders. Cathy Clark- Word reached our Keizer mayor about an overflowing amount of people for the Bingo event and she made it possible for us to move the event indoors where it would also be much cooler. Let us thank her any time our paths cross.</p>
<p>Financial Report</p>	<p>Proposed 2024 budget Current budget vs actual budget Cell phone update Summary of financial activities Other business</p>	<p>John-Proposed we lowered the projected budget for 2024 to \$55,000 as opposed to the \$60,000 this year's budget was approved to be. Proposed we begin a discussion for paying off the SBA loan. We have \$36,409.18 in checking account, \$423.88 +\$1,200.00 in the debit Account and \$70,692 in our savings account. The CD remains the same at \$30,261.65. However, these numbers look inflated,(even though they are real numbers) because we have not begun to pay back the SBA loan. Cell phone is not connected. We have a new SIM card to reactivate Tracphone. This is not going smoothly. \$5,000 has been received in 6 months. \$400 was donated through FaceBook. It would be good to send the City Council a written financial review showing we have enough funds to operate in the next year.</p>
<p>Informational Technology Update/ Development Report</p>	<p>New printers New computers coming Gmail problem Capacity Building Grants</p>	<p>John- Due to a promised donation of 2 modern workstations, we may only need the grant proposal to add 2 new tables along with AV software and MS Office licenses for all library PC's. Donated workstations are promised. The donor has them and will bring them when she returns from vacation. Our Gmail account was not properly authenticated through the email domain. Now we have the correct coding, all should be well in 24 hours time. CPA-We need a plan for when our 3 year plan has ended.</p>
<p>COMMITTEE REPORTS</p>		

<p>Children's Committee</p>	<p>Children's activities Children's events Bilingual support</p>	<p>BJ-Summer reading club is off and running with 122 children signed up, 11 teens and 17 adults. Beyond Books events ends 8/9- June 21st was the first professional performance held by Anne Louise Sterry, storyteller and musician. This event brought out many children with their parents and was a successful beginning to our Beyond Books program. Mayra is to invite two families she knows to come to the Spanish story times on Tuesday evening at 6:30 pm. Angelica is supporting the bilingual program effort by choosing books to be read to bilingual children attending Spanish storytime.</p>
<p>Communications Committee</p>	<p>Social Media Update KeizerTimes advertisements Patron Email blasts</p>	<p>Communication Committee meetings met on the 4th Thursday of each month. Jamie is the chair. Website and Social media posts are done 2-3 times each week. Example: Get out of the heat post. FaceBook feed is now on the front page of the website. The mobile website is being fixed. Erma provided feedback about the log in to catalog option is not available yet on the mobile website. KeizerTimes advertisements have been designed and handed over to Jessica. Patron Email blasts for any committee events or informational communication will need to be cleared through the Communication Committee.</p>
<p>Events and Programming Committee</p>	<p><u>In Progress</u> Adult Literacy Program Genealogy program Boy Scouts Chess Club Author talks Repair Fair</p>	<p>There have been some delays however, Paula has a client going through the evaluation process. Paula is taking the necessary steps to become an evaluator as well having successfully gone through the training to teach the adult literacy classes. Teaching will be in english. There will be 3 main subjects being tutored: Comprehension, Individual memory, and a focus on improved basic reading skills. This program is being communicated to the public in Spanish as well as in English. Doug Crosby, President of WVGS and Adam Town, will be at Keizer Fest to promote the Genealogy program as well as Liz Tice, former President of WVGS. This program is set to start in September. Local author Tommy Barton- held an author talk, hosted by the library on June 24, 2023. Although only 2 people attended that talk, it was an overall successful day at the library as we had several other events going on and they were well attended. Repair Fair- was well done. A variety of repairs were done. This may grow in size in the future.</p>
<p>OTHER BUSINESS</p>		
	<p>Kiara to be married</p>	<p>It is proposed we recognize these milestone occasions with a gift.</p>
	<p>Nicole new baby</p>	