Keizer Community Library Board of Directors
Meeting Minutes
(August 10, 2023)
(Art Classroom)

ATTENDANCE:

Board Officers	Board Members	Guests
Barbara Miner, President	Gail Steimle	Jessie Vining
BJ Toewe, Vice President	Libby Seil	Kiara Ramsay
John Goodyear, Treasurer	Betty Hart	Shaney Starr
Erma Garrison, Secretary	Lori Koho	Gina Pye
	Jamie Hinsz	Linda Sumner
	Mark Northcutt	
	Barbara Miner	**Excused Absence**
	Lori Koho	Paula Guiles
		Mayra Rosales Rodriguez

Call to Order: Barbara-6:35 pm

MSP: July Minutes
MSP: Paula Guiles was voted to serve another 3 year term.
MSP: Kiara Ramsay was added to the board.
MSP: Ratification approved Reconsideration Form
MSP: SBA loan will be paid off when it matures April 10, 2024, unless it is forgiven
MSP: Repay Pac treasurer for fines $87.52 from the $100 donation to KCL from PAC
MSP = Moved, Seconded and Passed

Introductions of Guests: **Barbara** - Erma invited: Linda Sumner, who has volunteered with/ for Children's events. Gina Pye came as an interested community member. All board members and guests had an opportunity to introduce and tell something about themselves.

Awards and Gifts: Jamie presented the baby gift Keizer Community Library wanted to give to Nicole. Barbara recognized Jessi for solving the problem of why the library phone couldn't receive retrievable voicemail messages.

Executive Report: **Barbara** - Kiara was put forward to become a member of the KCL board. She has an exemplary work ethic. She has volunteered on the Children's Committee and in the library using all her wealth of skills from her teaching experience and know-how. Kiara was voted in unanimously.

Other News: The bathroom floor is completely finished. The front door lock needs to be replaced. Until that time an alternate way to access the front door is in place.

Discussion All - **Barbara** - Going around the room, each board member was given the opportunity to say 'What is best about KCL?' and 'What would success look like at KCL?' Here are some responses.

Best features:
- ➢ Welcoming
- ➢ Working at the library is comfortable
- ➢ Positive space

What would success look like?
- ➢ Return patrons
- ➢ Hire more people to work in the library
- ➢ Stable funding/Active Board
- ➢ Maintain patron confidence
- ➢ Keep social media momentum going

Events - Gail, BJ, Libby, Mayra: Good start to KeizerFest. Big thanks go out to Gail for chairing this event. Thanks to Jessi, Lori and Jamie for their volunteer help.

Children's Summer Events: Kindness Rocks, Squishy making, Princess/Spiderman tutu and mask making activities. Spanish story time,8/1 had 16 people attend, largest so far. Wednesday morning storytime 8/2 had 18 in attendance.

Genealogy: 5-7 pm. 4th Monday of the month, starting 8/28, Liz Tice coming to give a 2 hour introduction to genealogy research presentation. Jamie to help with the social media sign up and to develop one sign up so we will know how many are planning to

attend this event. Genealogy expert at KeizerFest Saturday 8/12.

Book Sale: Libby - This will be a 3 day event and reserved at City Hall.The possibility of reserving the room at City Hall for the Book Sale on Friday and Saturday only (eliminating Thursday) is under consideration, but no decision has been made as of yet. Lily Vaugn is the point person at City Hall.

Board Training: Shaney has generously offered 4 hours of her time to hold interactive Training for the Board at City Hall on September 30 from 9 to 1..
This will include but is not limited to; Secretary efficiency, Treasurer duty of care, i.e. unilateral decisions the entire board is not in on is an example of what not to do. Judiciary responsibilities, i.e. Oregon Statutes, etc. The purpose of this training is to educate the members to meet the expectations of a high functioning board.

Financial Report: John - 7 months into the year, 55% of our budget is left. We have $32,856.36 in the checking account. The debit account had $727.38 though there had been a lot of purchases in that account with Baker and Taylor. There was $71,146.42 in the savings account which gives us an overall total of $104,730.10. The CD rose to $30,466.87 with $205.22 in interest. These monies are set aside for repaying the SBA loan.
Erma asked John, "What was the SBA loan taken out to do?" After some little discussion, John, Libby, Betty and BJ agreed it was taken out at a time during COVID 19 as a 'safety net' when renovations were being done in the library, (which was badly needed).The library was closed due to COVID 19 restrictions and it was perfect timing to do these renovations The money was taken from the checking account and paid for, but as the library had to prepare for the future, this was the course of action agreed on.

We need to find a new treasurer. John will be on vacation in September. His last month on the Board is October 2023.

Technical Report: Two donated computers with associated tables and chairs are nearly ready to be connected to the network, increasing the number of public computers to six.

Ops Update: Jessi -
- There were 861 visitors in the library for the month of July.
- This number is separate and apart from the Beyond Books Events.
- Books flying off the shelves at 19% were Early Readers.
- Community Service teenager worked 5 hours this month.
- Older patrons checked out recipes online.
- All children's events have been very successful.
- Bill, a city employee, assisted in installing coding into the website; help from Atriuum was also needed. The issue of gmail addresses not getting updates from the Library is at least partially solved.
- Game night at the library set for September events starting Monday, September 18 from 5-7 pm.

Comm Comm update: Jamie
- September events are put on the website.
- KeizerTimes advertisements are out to the community
- Minutes updated on drive.
- Gail to work on multiple emailing
- Advertisements working well on FaceBook

Development Report: Barbara reported that it was decided to not apply for a capacity building grant now, as the library has no sustainable budget. The city's strategic plan that is being developed may include information about the library and its funding.

Annual Meeting in September: This meeting is held offsite. Barbara will check with McNary View Restaurant to reserve a room. New officers will be elected at this meeting. Nominations will be solicited via email.

Other items: BJ reported that the State of Oregon fined the Library PAC $87.52 for not reporting a few donations within the required deadline. The PAC treasurer, Mark Miedema, paid this fine. BJ moved that $87.52 be taken from the $100 contribution from the PAC to the library to reimburse Mark for this expense.

Adjourned: Barbara - 8:11 pm