Keizer Community Library Board of Directors
Meeting Minutes
(July 11, 2024 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

Board Officers	Board Members	Absences
Barbara Miner, President	Paula Guiles	Mark Northcutt, Treasurer
BJ Toewe, Vice President	Betty Hart	(Excused)
Gina Pye, Secretary	Jamie Hinsz	
	Cindy Hunt	
	Kiara Ramsay	
	Mayra Rosales Rodriguez	
	*Libby Seil	
	Gail Steimle	

Guests
Maribel Monroy, KCL Outreach Coordinator

*Arrived after Call to Order

Motions
(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve the June 2024 Board of Directors Meeting Minutes with the following corrections:
  - Add Maribel Monroy, Outreach Coordinator as attending Guest
  - Correct Library Manager, Jessi, resignation date effective June **20**.
- Motion to request Karen Holton draft the OCF grant for submittal.

Call to Order - Barbara Miner	6:33pm ● BJ: July 10 Snow White, Cinderella and Belle "Princess" event went well. Two high school honor students set up the craft and helped the children make magic wands. ● Motion to approve the June 2024 Board of Directors Meeting Minutes as presented with above noted corrections. ● Volunteer hours: Future volunteer hours should be reported to Gina emailing the form here or by sending a simple email to Gina@keizerlibrary.org.
Executive Report – Barbara Miner	● Incident Report: Amid Storytime and Princess events this week, painters and power washing were blocking both facility doors and the patio. Barbara attended the Keizer Heritage Foundation meeting and presented them with a letter, explaining the situation. They were very supportive of our position and formed a panel (Linda Baker, Joe and Barbara) to develop a calendar of events so that future conflicts can be avoided. ● Volunteer(s) Recognition and Gift: Keizer Heritage Foundation Annual Celebration is this Friday, July 12, 5-8:00pm. KCL honorees will be Mary (most volunteer hours/substitute par excellence), Audrey (fiber arts and writers circle) and Rafaela (expansion of the Young Adult section). It is not known if any nominees will be in attendance.

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	• Boys & Girls Club (B&G) outreach is still coming up to speed. This is a good opportunity to encourage reading at home where the opportunity might not otherwise exist. 112 books have been delivered and stay on site. We are tracking which books are read. The B&G Director does not have authority to provide parental information so we have deviated from our normal practice, allowing the participating children to register for the summer program without parental signatures and/or information. • Policy Revision(s) have been delayed, but not forgotten. Nothing new to report. • Work Group for Public Library status: Last month we passed a motion supporting BJ's pursuit of an application. At tonight's meeting Barbara requested further research into the implication(s) of becoming a public library and solicited volunteers for a work group. It's too soon to go out for a new ballot measure. Discussion regarding ballot measure timing and City support ensued. Shaney will be an advocate for KCL in support of a resolution. • Becoming a public library does not entitle KCL to automatically become a CCRLS member; that requires a separate CCRLS membership application.
Bilingual Outreach - Maribel	• Events and Attendance: See attached report provided at the meeting covering meetings, Community Outreach Partners, Support Needed and Next Steps. • Support Needed: Maribel requested a list of volunteers that she can contact for event assistance.Three people have submitted the volunteer form online and Barbara is processing two others. After Barbara's review and approval, she will notify Maribel. After discussion, it was decided no background check will be required if the volunteers are well supervised and participating in external activities. Mayra will also send an email to board members to sign up for future events. • Spanish Storytime: Maribel tested the efficacy of weekly reminders. After having only one family with two children at the most recent Spanish Storytime, she has decided to send reminders going forward to hopefully average 15 children per week. • Maribel will attend Kennedy's Back to School event in September. This is a good opportunity to connect with the parents as well as the children. • Barbara posted a laminated sign advertising KCL at The Rec. • Kiara to provide the artwork for a bilingual poster/card with KCL information, which BJ will laminate and Maribel will post at various locations. • Maribel requested a minimum of 12 new, bilingual magnetic or pin Volunteer buttons. The last ones were made about 1.5 – 2 years ago by a volunteer. Using Communications Committee funds, Kiara will reach out to local vendors for a quote. • A tablecloth and T-shirt with the KCL logo has been ordered for Maribel. • Maribel to email Mark that she has received $50 in petty cash. She will provide receipts for all purchases to Barbara to forward to Mark. • Kiara will provide paper copies and post an updated online July calendar. • Maribel has been working with Cherriots and using free passes to teach people without a car/their own transportation how to use the bus system.
Upcoming Events - Libby	• KCL will sponsor St. Edwards Community Dinner, August 28, 2024. Libby will be meeting with Susan Foster in early August to review our participation. Susan

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	suggests the menu, KCL purchases the food required. Libby is looking for volunteers to meet with Susan, help purchase the food, coordinate the library information table (with new card requests and volunteer forms), food preparers, food servers, set up/break down, table clearing, etc. ● If interested, contact Libby. She will also circulate a volunteer signup sheet. ● Last year, the cost was less than $400.
Hiring Update - Cindy	● The Library Manager position was advertised for 2.5 weeks and closed on July 6. Over 70 people applied. Of those, 23-25 were somewhat qualified. Interviews are set up for 8 candidates. First interview was today, the rest this weekend. ● Until a new Library Manager is up and running, board members have signed up to be "Manager of the Day". This is working pretty well; but, not a long term solution.
Financial Committee Report – Barbara Miner	● See attached financial report by Barbara distributed at the meeting. She highlighted the following: 52% of the budget has been spent to date. With half the year over we are not overspending. Some of the expenses will be reimbursed. $73,290 in Savings includes two grants specifically for bilingual outreach. ● Barbara/Mark requested details (receipts/invoices) for missing expenses below. If you recognize an expenditure, notify Barbara. Otherwise, meet with Mark when he returns. ○ 6-13 Amazon $47.37 ○ 6-17 Amazon $12.99 ○ 6-17 Amazon $36.97 (Kiara will notify Mark) ○ 6-29 Amazon $26.13 ○ 6-29 Amazon $53.49 ○ 6-30 Amazon $45.99 **Current Financials:** (Provided in Barbara's report) ● Debit and Checking Account (combined): $30,346 ● Savings Account: $ 73,290 ● CD Account: $ 31,389
Grants Updates - Barbara Discussion	● We need to ensure the Spirit Mountain matching hours/funds are tracked. To date, some money has been spent on printing and a portion is restricted to Maribel's salary. ● A $5,000 check was received for children's bilingual outreach from the Salem Foundation. A discussion ensued regarding how best to spend this money. Suggestions included various bilingual swag, e.g., pens, candy, stickers, bubbles, etc. Mayra and Maribel to order items separately for easy tracking/budget allocation and provide receipts. Time spent supporting activities (such as coupon printing) should also be documented. ● Spanish Speaking Children's Event was suggested. Maribel and Mayra to brainstorm; e.g., Day of the Dead event, etc. There are funds available to hire a performer. ● Maribel and Mayra to submit a budget for Board approval allocating the $5,000 grant. ● Cindy is actively building our Spanish collection.

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	● The deadline for the new OCF (Oregon Community Foundation) Grant Proposal is July 23, 2024. Karen Holton will write the grant requesting the funds be used in summer of 2025 for summer programs. Barbara will identify exact deadlines and requirements. ● Suggestions included: ○ One or two new children's learning computer(s). BJ noted that the learning computer system cost $3,731 each, with a three-year warranty. There is a 15% discount this month, which would reduce the cost for one system to $3,171.35. ○ Maribel's 2025 summer salary ○ Printing of collateral, marketing materials, etc. ○ Spanish community events; e.g., various performers Motion, seconded and passed to request Karen Holten work on OCF grant for submittal. ● BJ noted Lily of Keizer City Hall has requested 2025 dates to reserve rooms for KCL use.
Children's Programming Committee Report - Kiara Ramsay	● Summer Reading Program: Halfway through the program, there are currently 151 participants compared to last year's total of 150. Note: this number does not include the Boys and Girls Club 31 participants. ● Beyond Books Program: There four June events: ○ Wednesday, June 19 - Crafting at the Library (weaving bookmarks with the McNary High School Needlework Club). 61 total participants, 37 children and 24 adults. ○ Wednesday, June 26 - Dragon Puppet Theater (puppet performance in City Hall). 108 total in attendance, 62 children and 46 adults. ○ Wednesday, July 3 - Book Bingo. 53 total participants, 35 children and 18 adults. ○ Wednesday, July 10 – Princess Storytime & Magic Wand Making, 118 total participants, 75 children and 43 adults. ● Upcoming/Ongoing Events - Summer Reading Program ● Participants registered and collected their reading logs beginning June 17. For every 15 minutes (0-10 years old) or 30 minutes (11 - 18 years old) they read, they may place a sticker on their log. Every five stickers earns them a prize. ● Every Wednesday at 3:00pm an activity or performance is presented on the patio behind the library or at City Hall. Craft events require tickets for all children participating. Performances require tickets for both children and accompanying adults. Tickets are available at the front desk starting two weeks before each event. Upcoming July events are: ○ July 17 - Experiments with Magnetism: Kiara to provide additional tickets ○ July 24 - Children's Education Theatre Performance ○ July 31 - Watercolor Nature Collage. ○ Additional events are planned for August. ○ 1,000 Books Before Kindergarten Program: We had to reprint additional 1-100 book logs. Kiara made a treasure chest with board books, teethers, crinkle books, etc.

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	○ The Children's Committee has begun working on fall and winter programs. Please contact Kiara with any ideas.
Collections Committee Report - Cindy Hunt	● This month's project has been to convert the "new" bright yellow stickers on the new adult fiction and nonfiction books. ● 192 books and DVDs were added in June. ● Amazon Wishlist books continue to be received, across all genres. We are tracking the money donated as well. ● During the first six months of the year, more money was spent on children's resources. We are now switching our finances to more adult nonfiction books; specifically mental and physical health. Two books were suggested: The Body Keeps the Score by Bessel van der Kolk and Behave by Robert Sapolsky. ● The KCL website includes a site where the public can suggest a book; e.g., young adult graphic novels.
Communications Committee – Jamie Hinsz	● What's HOT in Communications: Since the resignation of our Library Manager, Cindy and Katrina have been managing social media, posting reminders every Wednesday prior to Beyond Books events. Katrina and Jamie are working together onsite on Wednesday afternoons during Beyond Books events. ● A recent example was the July 7 Cooling Day. Within one hour, the event was up and running on social media. We had two "customers" and a steady stream on Tuesday (when we opened two hours early). Besides the City Hall lobby (which closes at 5pm) and the Simonka Place lobby, KCL is the only cooling center in Keizer. ● Our Community Contacts List is growing. Local government representatives have been great at reposting our events. Kevin Mannix, Oregon State Representative, has a KCL library card. ● Within the Communications Google Drive folder there are instructions on how to log into the website with basics for accessing the website backend and for website editing. Gina will learn how to upload the board minutes, Kiara will upload Children's Committee information, etc. ● Updated and better quality volunteer website photos are located on the Google drive. To get volunteers to interact more with each other, Jamie is going to ask volunteers to participate in a 2024 volunteer photo contest with a couple categories (suggestions included: take a selfie with desk mate, sneak a photo of the board member on call that day, candid photo of library activity, etc. These will be compiled into categories which will then be voted on. ● Barbara suggested the new Library Manager take over social media: photos, etc.
Library Operations Report - Barbara Miner	● Operations Update: The library was open 6 days a week for 28 hours per week for a total of 25 days. ● Metrics Update: In June, there were 1,041 visitors. 1,658 items were checked out (including computers); this is the highest month ever recorded. 142 cardholders were added (6 less than June 2023). 192 books and DVDs were added. ● Volunteer Updates: There are 40 regular volunteers with 252 volunteer hours working the circulation desk, shelving, and helping with donations sorting. ● Events Update: ○ The Library Writers Circle: 2 attendees

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Adjourned - Barbara Miner	8:25pm

Action Items

Upload approved meeting minutes from June to Google Drive	Gina Pye	_____, 2024
Future volunteer hours should be reported to Gina emailing the form here or by sending a simple email to Gina@keizerlibrary.org.	Gina Pye	
Advise Maribel of approval after review of submitted outreach volunteer forms.	Barbara	
Send an email to board members to sign up for future events.	Mayra	
Attend Kennedy's Back to School event in September.	Maribel	
Develop the artwork for a bilingual poster/card with KCL information, which BJ will laminate and Maribel will post at various locations.	Kiara, BJ & Maribel	June 14, 2024
Using Communications Committee funds, reach out to local vendors for a quote for new bilingual, volunteer buttons.	Kiara	
Email Mark that she has received $50 in petty cash. And provide receipts for all purchases to Barbara to forward to Mark.	Maribel & Barbara	
Provide paper copies and post an updated online July calendar.	Kiara	
Contact Libby if interested in assisting with the August 28 St. Edwards Community event.	All board members	
Notify Barbara of any recognized expenditures; or, meet with Mark when he returns. ○ 6-13 Amazon $47.37 ○ 6-17 Amazon $12.99 ○ 6-17 Amazon $36.97 (Kiara will notify Mark) ○ 6-29 Amazon $26.13 ○ 6-29 Amazon $53.49 ○ 6-30 Amazon $45.99	All board members	

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Document time spent on supporting bilingual activities. Order items separately for easy tracking/budget allocation and provide receipts. Brainstorm various Spanish speaking children's events; e.g., Day of the Dead event, etc. Provide a budget for the $5,000 grant for Board approval.	Mayra and Maribel	
Identify exact deadlines and requirements for the OCF (Oregon Community Foundation) Grant Proposal	Barbara	Deadline: July 23, 2024
Utilizing the website backend instructions within the Communications Google Drive folder, Gina will upload the board minutes, Kiara will upload Children's Committee information, etc.	Gina and Kiara	
Will ask volunteers to participate in a 2024 volunteer photo contest with a couple categories (suggestions included: take a selfie with desk mate, sneak a photo of the board member on call that day, candid photo of library activity, etc. These will be compiled into categories which will then be voted on.	Jamie H	

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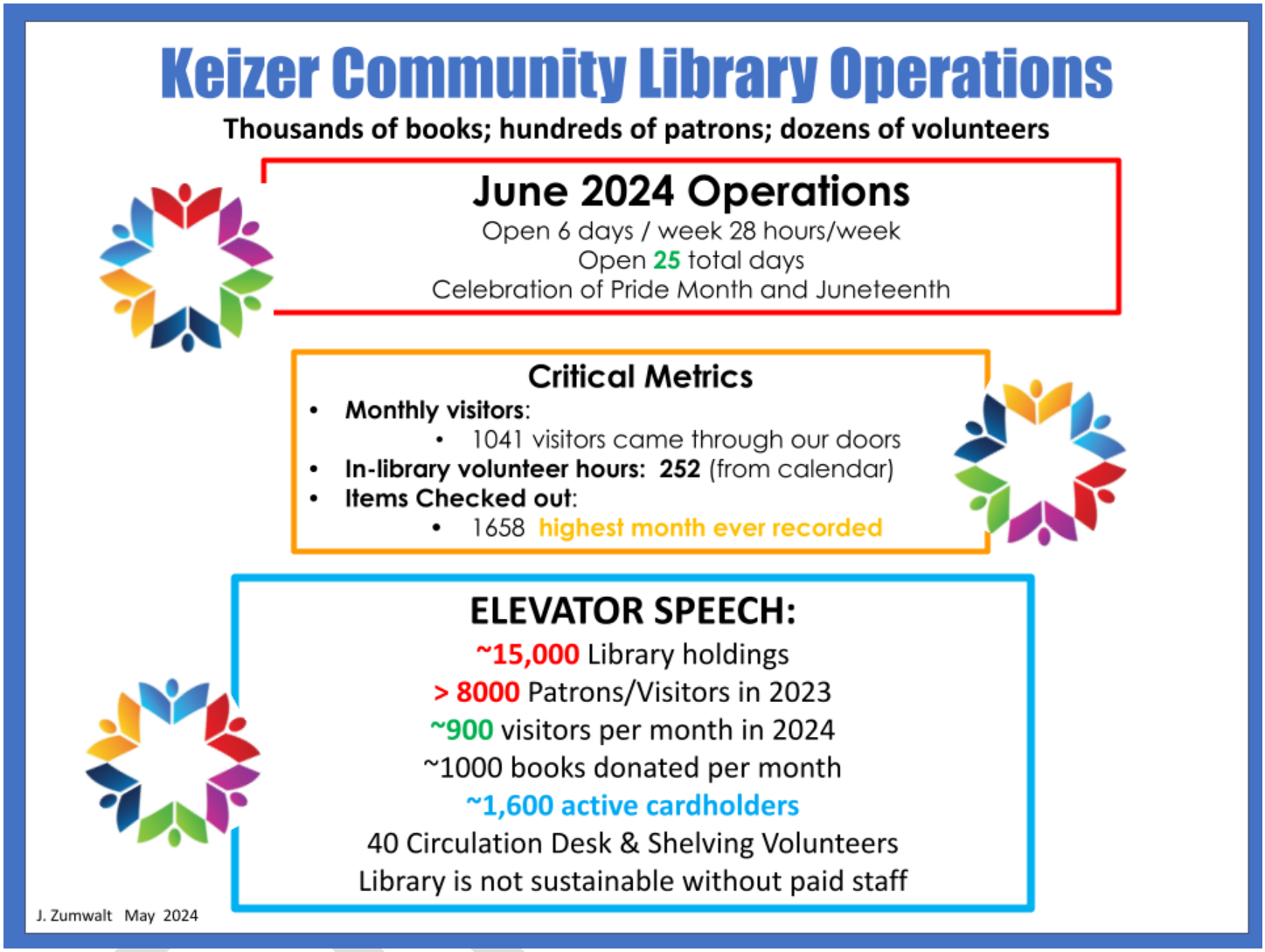

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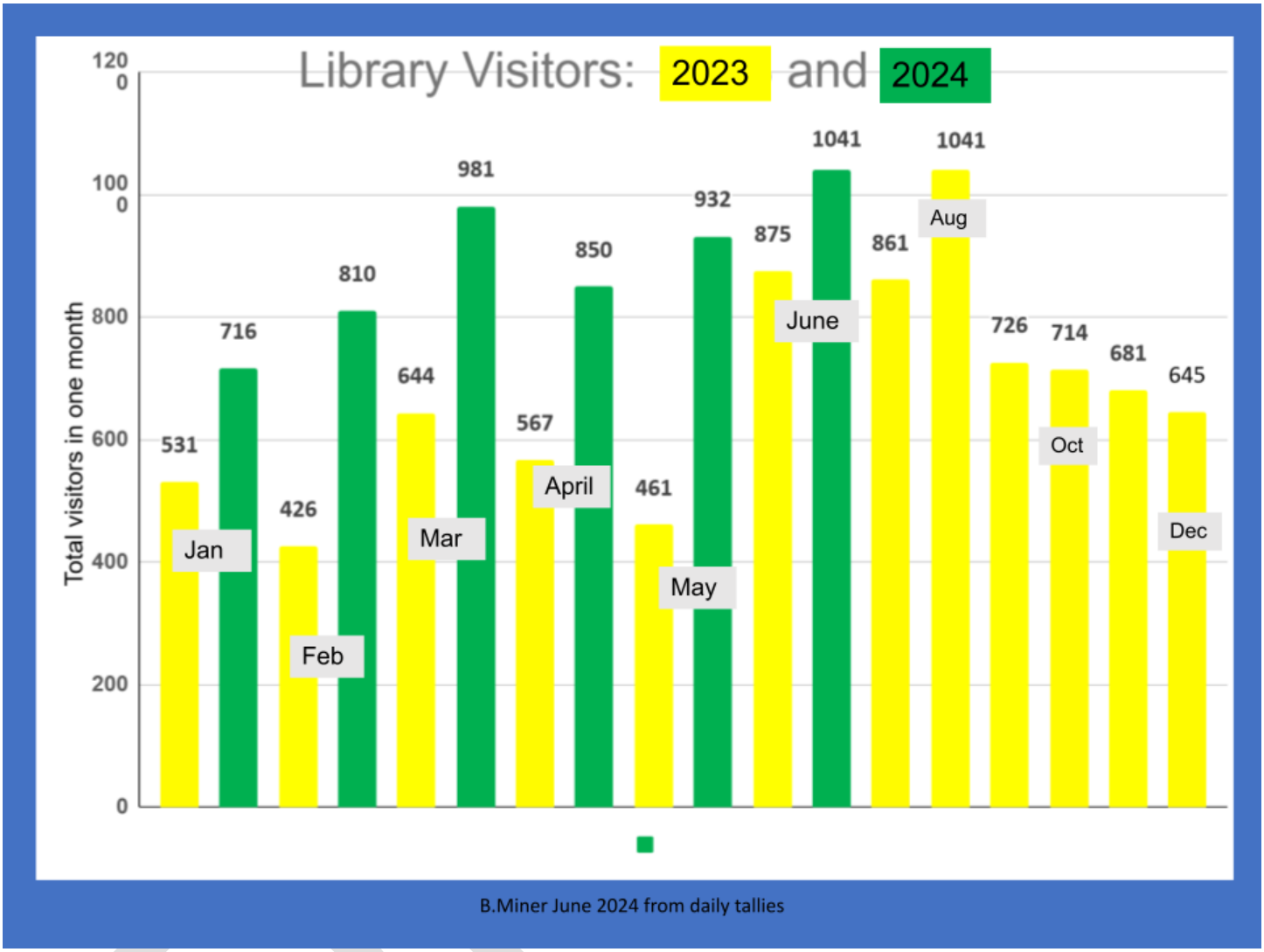
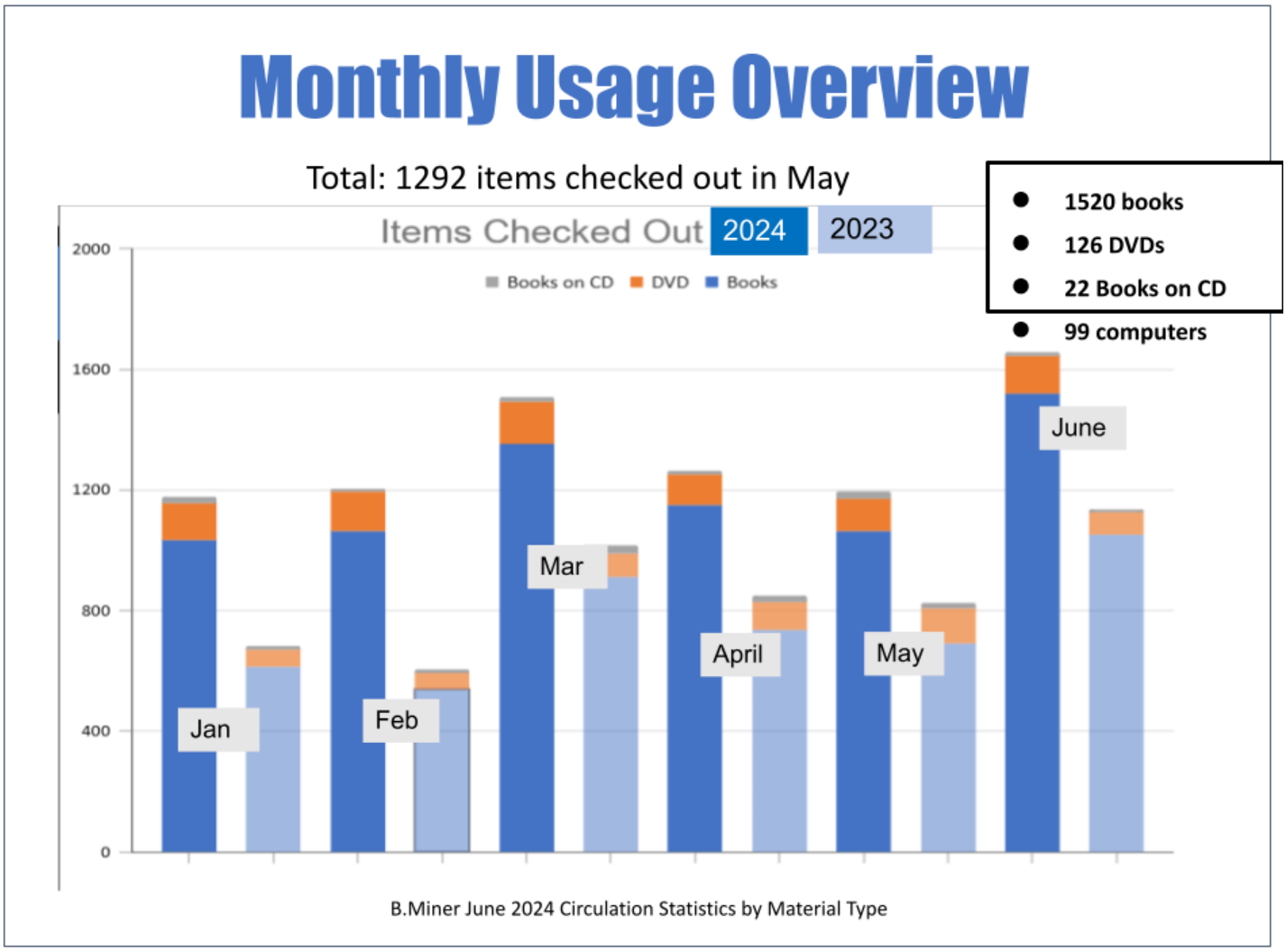
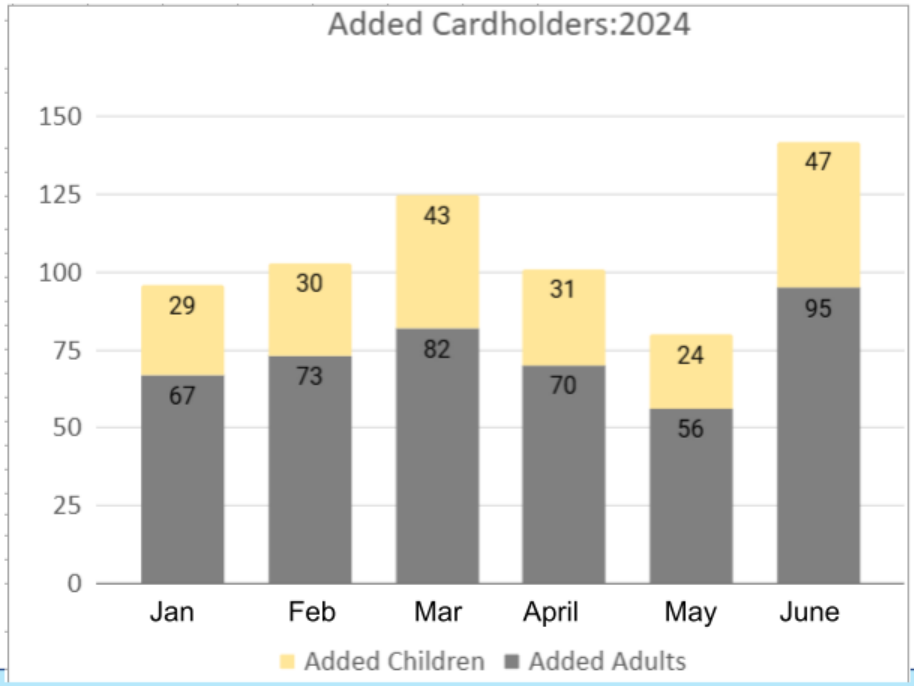



Monthly Usage Overview
Total: 1292 items checked out in May
Items Checked Out
2024
2023
Books on CD
DVD
Books
2000
1600
1200
800
400
0
Jan
Feb
Mar
April
May
June
1520 books
126 DVDs
22 Books on CD
99 computers
B.Miner June 2024 Circulation Statistics by Material Type

142 new cardholders in June

(Patrons are dropped when their card expires, one year after issue/renewal)



New cardholders is 6 fewer than last June

Active Cardholder Count: 1575*

- Card expiration date is greater than June 30, 2024

B.Miner 2024 Patron List Report; Statistical report Patrons Added by Report Class