Keizer Community Library Board of Directors
Meeting Minutes
(August 8, 2024 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests

Maribel Monroy, Bilingual Outreach Coordinator
Elizabeth Barraza, Library Manager

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve the July 2024 Board of Directors Meeting Minutes as presented.
- Motion to approve the $150 annual fee to join the LBA from the Salem Foundation Grant.
- Motion to approve the Communications Committee coordinating and launching the annual appeal process in September.

Call to Order - Barbara Miner	6:35pm ● Motion to approve the July 2024 Board of Directors Meeting Minutes as presented. ● Volunteer hours: Future volunteer hours should be reported to Gina or by inputting the information here. Reminder: Our volunteer hours count toward the Spirit Mountain Grant.

Executive Report – Barbara Miner	● OCF Grant Request for Bilingual Outreach expansion: See attached summary provided by Barbara at the meeting.
	● Gail has volunteered to track OCF and Spirit Mountain Grants deadlines, proposals, etc.
	● City funding change: The contract with the City of Keizer for $30,000 has been signed and delivered. The requirements are that the money be spent on operations at KCL and that we employ a part time manager. There is no mention of matching funds. The money will be delivered in full before December 31, 2024.
	● Board member upcoming vacations: (Gina to send an email to Board members)
	  ● Barbara 20 Aug – 3 Sept
	  ● Cindy 21 Aug – 5 Sept
	  ● Gina 19 – 24 Sept
	  ● Betty 10 – 13 September
	  ● Mark returns 7 October

	• Boys & Girls Club update: Prizes were provided to the B&G Club participants. The Dog Man series seemed to be the big draw/attraction. • New Board members: KCL Bylaws allow for 9–15 board members. Discussion regarding increasing the size of the KCL Board, particularly anyone with nonprofit development and/or grant experience. Current board members will reach out on an individual basis. Jamie to send board application link to members. The application will be translated into Spanish and a note added that meetings are conducted in English. Maribel to solicit bilingual board members from the Latino Business Association (LBA).
New Manager – Cindy Hunt	• Cindy introduced Elizabeth Barraza, new Library Manager, and provided a summary of her background and education. Elizabeth added that she's part time at KCL and part time online student. Elizabeth Fun Facts: married, with 5 ½ year old foster child, bilingual with extensive event and volunteer experience, including educational training for the community. Initially Elizabeth will be working onsite Tuesday – Saturday, spreading her hours over more days to meet our volunteers. • Elizabeth mentioned that the Mail Chimp passwords do not work. She will work with Jamie to address.

Bilingual Outreach - Maribel	• See attached July 2024 report distributed by Maribel at the meeting.
	• Maribel is trying a new date/time (Saturdays, 10:30 – 11:30) for Spanish Storytime: Valentina Ortiz will conduct the September 7th Storytime. Kiara will provide Jamie with general marketing information. Jamie/Communications Committee to advertise the event. (Tuesday evening storytime will continue for the time being.)
	• Maribel requested $150 to join the Latino Business Association (LBA), an association of 30 local organizations. Partnering with this association provides an opportunity to spread the word among the Spanish community. Motion made, seconded and passed to pay the $150 annual fee from the Salem Foundation Grant to join the LBA.
	• Barbara/Elizabeth to update the Air Table list with our new bilingual community partners.
	• Mayra and Maribel continue to work on a budget/proposal for the $5,000 grant.
	• Upcoming Events:
	  • Kennedy Elementary Back to School Night, August 23, 6 – 8pm: Barbara to follow up with Kennedy Elementary regarding this upcoming event. Maribel will work with Elizabeth to develop marketing materials to distribute at Kennedy. Kiara & Jamie volunteered to assist.
	  • Mexican Night, September 20, 5:30 – 7:30pm: Kiara to provide marketing materials to Jamie for Communications Committee posting. Cindy and Elizabeth will discuss opening the library during these events.
	  • Dia de los Muertos, November 2, 4:30 – 6:00pm: Barbara will request permission to use the alcove in KCL building entrance for implementation of the altar. Cindy to talk with Elizabeth to coordinate event displays. Maribel is still looking for someone to explain this tradition to attendees.
	  • Dia del Nino, Wednesday, April 30, 4:30 – 6:00pm: Valentina will explain the tradition to attendees at the event.

	● Kiara will provide Children's Committee event dates so BJ can submit one facilities request for all known 2024/2025 event dates. ● Maribel is working with the Woodburn Library Director to obtain books from Mexico in hopes of organizing a book loan program between them and KCL.

Upcoming Events - Libby & Barbara	● Community Dinner, August 28, 2024, at St. Edwards Church: Help Needed
	  ● Menu: Stuffed baked potatoes.
	  ● Cesar, the Drama Llama, will be present.
	  ● Elizabeth sent an email to all volunteers soliciting assistance.
	  ● Kiara to reach out to the McNary High National Honor Society for volunteers.
	● Annual KCL Board Meeting has been postponed to October 10, 2024. On the agenda will be the election of 2025 officers and the wrapping up of the 2024 budget/2025 budget planning. A possible venue change was discussed. Betty will investigate using Los Dos Hermanos' back room. Barbara will notify Mark regarding the new meeting date.

Financial Committee Report – Betty	● Betty provided commentary to the financial report provided by Mark. $3,636.92 was spent in July.
	● Almost $20K in donations has been received to date.
	● Barbara to confirm that the Epping Grant amount is from the Salem Foundation, through the Epping Family.
	● In response to Jamie's inquiry, it was determined that of the $1K listed under "publicity", the Communications Committee was allocated $700 to spend on programs and $300 was for the Library Manager's use.
	● Betty generously donated $500 to KCL through a Facebook fundraiser.
	● Annual Appeal Discussion - BJ: We need to issue appeals in September and in early November (Tuesday after Thanksgiving is Giving Tuesday). The Communications Committee will begin developing fundraising content at their next meeting (August 22nd). Please forward any suggestions to Jamie. In our appeal, we want to clearly mention that KCL is a nonprofit operating on donations with two paid positions, with half of our budget covered by two grants. Motion to approve the Communications Committee coordinating and launching the annual appeal process in September was made, seconded and approved.
	Current Financials: (Submitted electronically by Mark Northcutt)
	  ● Checking and Debit Account(s): $ 30,346 (52% of budget)
	  ● Savings Account: $ 73,290 (We have CY2025 funds at current spending level)
	  ● CD Account: $ 31,389 (to repay SBA loan in full)

Children's Programming Committee Report - Kiara Ramsay	● **July/August Events*:***
	  ● Wednesday, July 3 - Book Bingo: 35 children and 18 adults, for 53 participants total. Three bankers boxes of books were given away.
	  ● Wednesday, July 10 – Crafting (Magic Wands) at the Library with Princess Storytime: 75 children and 43 adults, for 118 participants total.
	  ● Wednesday, July 17 - Experiments with Magnetism: 19 children and 13 adults, for 32 participants total.
	  ● Wednesday, July 24 - Children's Educational Theater Performance: 63 library patrons and about 120 friends/family of the performances attended.

	● Tuesday, July 30 - The First Chapter: 4 participants attended (2 children and 2 adults) to create page poetry with Miss City of Bridges, Kiele Jarnigan. ● Wednesday, July 31 - Crafting at the Library (Watercolor Nature Collages): 33 children and 14 adults, for 47 participants total. ● Monday, August 5 - The First Chapter: 0 participants. ● Wednesday, August 7 - The Magical Mr. Mark Performance: 45 children and 28 adults, for 73 total participants. ● **Upcoming/Ongoing Summer Events:** ● June 17 to September 7 - Summer Reading Program. 225 logs distributed - 154 kids registered. Prizes include gift card choices from the Book Bin, etc. ● Monday, August 12 - The First Chapter, Page Poetry ● Wednesday, August 14 - Crafting at the Library (Recycled Windchimes) ● Wednesday, August 21 - The Reptile Man Performance ● **Tentative Fall/Winter Events:** ● Friday, October 11 - Crafting at the Library (Rock Painting) ● Friday, October 25 - Princess Storytime (Cinderella and the Evil Stepsisters) ● Monday, November 11 - Crafting at the Library (Patriotic Pinwheels) ● Friday, November 29 - Crafting at the Library (Paper Leaf Wreaths) ● Friday, December 6 - Crafting at the Library (Winter Decorations) ● Winter Break: Cuddle Up Reading Club, Book Bingo, Princess Storytime and Crafting at the Library (twice) Dates TBD ● Meeting in September to begin planning next year's summer reading program. ● 1000 Books Before Kindergarten: There is a new Prize treasure chest in the library. ● Barbara talked with Audrey regarding a Keizer Times article. The Communications Committee will provide some content.
Collections Committee Report - Cindy Hunt	● 220 books and DVDs were added in July: 75 children's books, including 16 graphic novels, and 20 YA graphic novels. The new adult books were published in 2022 or later. Graphic novels continue to fly off the shelves. Cindy is focused on freshening nonfiction Junior and Adult sections. 20 Spanish books (mostly Children's) were added in July. ● We have applied for an OBOB grant and should hear the outcome in August. ● Potential book buying "spree" at the end of the year when new books are published for the holidays. ● Is there enough Junior Spanish inventory? Maribel requested 20 books for the upcoming September Book Bingo event. Elizabeth will investigate and advise Cindy.
Communications Committee – Jamie Hinsz	● Social media continues to be maintained. With Katrina's input, we now have a method to allow for simultaneous updates on Instagram and Facebook. ● Website traffic has increased by 39% over the past 12 months. As we now have a full year of metrics, this traffic will be monitored monthly to determine what types of activities are most popular, etc. ● Fall efforts will be focused on appeals and event advertising. ● When the Communications Committee took on the Annual Appeal last year, they also took on associated thank you letters, donor monitoring, etc. which became part of the monthly Committee business as funds came in from the Square

	account. (To date, efforts to obtain a new Square account have been unsuccessful.) As we gear up for this year's Appeal, someone is needed who can be dedicated to development activities that aren't directly within the Communications Committee charter; e.g., monitoring donors, maintaining the Mail Chimp donation list, etc. ● There is also a need for an Events Coordinator; someone to coordinate event promotion for Children's Committee events, the Annual Book Sale(s) and Maribel's activities. We need to track event attendance. ● Elizabeth to attend the August 22nd Communications Committee meeting to discuss taking on the Events Coordinator position. Jamie and Elizabeth to coordinate the KHF and library calendar(s). ● A new Keizer Heritage Foundation calendar is posted at info@Keizerlibrary.org which notes building-wide & space events.

Library Operations Report - Barbara Miner	● See attached Library Operations Report distributed at meeting.
	● Operations Update: The library was open 6 days a week for 28 hours per week for a total of 26 days (closed Independence Day).
	● Metrics Update: In July, there were 1,273 visitors. 1,293 items were checked out (including computers). 220 new items were added.
	● Volunteer Updates: There are 40 regular volunteers working the circulation desk, shelving, and helping with donations sorting. 318 Circulation Desk Volunteer Hours.
	● Events Update:
	  ● The Fiber Arts Circle: 2 attendees (volunteers)
	  ● The Library Writers Circle: 2 attendees (volunteers)

Tabled Items – Barbara Miner	● Policy revisions delayed until Fall; but not forgotten ● Work Group for Public Library Status – September
Adjourned - Barbara Miner	8:32pm

Action Items

Action Item	**Assigned to:**	**Completion Date or Status**
Upload approved meeting minutes from July to Google Drive	Gina Pye	
Send email to Board members listing known, upcoming vacations	Gina Pye	August 18, 2024
Solicit additional board members with specific skills.	All board members	
Send board application link to board	Jamie	Completed

members.		
Solve the Mail Chimp password problem.	Elizabeth & Jamie	Completed
Kiara to provide Jamie with general marketing collateral she developed for Saturday Spanish Storytime. Jamie/Communications Committee will advertise the event.	Kiara & Jamie	
Update the Air Table list with our new bilingual community partners.	Barbara & Elizabeth	Completed
Continue to work on a budget/proposal for the $5,000 grant.	Mayra & Maribel	Rev. 2 Coming Soon
Kennedy Elementary Back to School Night, August 23, 6 – 8pm: Barbara to follow up with Kennedy Elementary regarding this upcoming event. Maribel will work with Elizabeth to develop marketing materials to distribute at Kennedy.	Barbara, Maribel & Elizabeth	August 20, 2024 Event CANCELED
Mexican Night, September 20, 5:30 – 7:30pm: Kiara to provide marketing materials to Jamie/Communications Committee for posting. Cindy and Elizabeth to discuss opening the library during these events.	Kiara, Jamie, Cindy & Elizabeth	In Progress
Dia de los Muertos, November 2, 4:30 – 6:00pm: Barbara will request permission to use the alcove in the building entrance for implementation of the altar. Cindy to talk with Elizabeth to coordinate event displays. Maribel is still looking for someone to explain the tradition to the attendees.	Barbara, Cindy, Elizabeth & Maribel	In Progress
Kiara to provide Children's Committee event dates to BJ so that one facilities request can be submitted for all known 2024/2025 event dates.	Kiara & BJ	Completed Dates Submitted
Betty will investigate using Los Dos Hermanos' back room for the October annual meeting. Barbara will notify Mark regarding the new meeting date.	Betty & Barbara	
Attend the Communications Committee August 22 meeting to discuss taking on the Events Coordinator position.	Elizabeth	Must be approved by Ops/Exec Committee

Coordinate KHF and library calendars.	Jamie & Elizabeth	Completed