Keizer Community Library Board of Directors Meeting Minutes

(January 16, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

Board Officers	Board Members	Absences
Barbara Miner, President	Paula Guiles	Libby Seil
BJ Toewe, Vice President	Betty Hart	Gail Steimle
Gina Pye, Secretary	Cindy Hunt	(Excused)
Mark Northcutt, Treasurer*	Kiara Ramsay	
(*departed at 6:47pm)	Mayra Rosales Rodriguez	

Guests
Shaney Starr, City Liaison

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve the December 2024 Board of Directors Meeting Minutes as presented.
- Motion to approve the Children's Committee, Collections Committee, Executive Committee, Finance Committee, Treasury Report, Library Operations and Operations Committee reports as presented
- Motion to accept Kris Adams as an appointed member to the Board of Directors for a term of three years, effective immediately.
- Motion to approve KCL's support of the March 26, 2025 St. Edward's Community Dinner and appoint Libby Seil as Event Chair
- Motion to approve the 2025 Library Calendar as presented.
- Motion to approve KCL's Policy Manual as a whole, including the Finance Policy revisions as presented and those policies presented and approved previously

Call to Order - Barbara Miner	6:32pm ● Motion to approve December 2024 Board of Directors Meeting Minutes as presented. ● Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email. Reminder: Volunteer hours count towards the Spirit Mountain Grant. ● Board member upcoming vacations: ● Gina: January 29 – February 2
Vote: Appoint Kris Adams to the Board	● After a short discussion regarding Kris Adams' prior board service and reapplication to the Board, a motion was made, seconded and approved to appoint Kris Adams to the Board of Directors, effective immediately, for a term of 3 years.
City Council Update – Shaney	● The resolution to name Keizer Community Library (KCL) as Keizer's City Library will not be presented to the City Council until later this quarter; perhaps the second meeting in February or the third week of March. Shaney encouraged public participation and attendance at the meeting, noting the children were very impactful at the last meeting.

	• At an upcoming City Council work session, a proposal to allow the Council to adjust the meeting agenda will be discussed; e.g., this would enable children to testify early in the meeting.
Motion to Authorize Applying for Public Status – BJ	• On hold for a month or two.

Consent Reports Accepted – Board Chairs Questions and Answers from Reports and Requested Votes	• Reminder that all Committee reports need to be emailed to Gina by the Monday prior to the board meeting and read by all members prior to the meeting itself.
	• With no questions or comments a motion was made, seconded and passed to accept the following reports as presented:
	  • Children's Committee
	  • Collections Committee
	  • Executive Committee
	  • Finance and Treasury (including an updated Treasury Report; see the edits distributed at the meeting).
	  • Mark summarized the Treasury report and explained the edits to the Treasury report. Donations continue to dribble in.
	  • Shaney will provide a link to the Benevity Causes which, once KCL is registered, would allow payroll donations. Shaney will send the link to Gina to distribute to Mark and Gail.
	  • Mark still sorting out QuickBooks.
	  • Library Operations
	  • Operations Committee
	• Kiara may have a lead on a volunteer to regularly update the KCL website.
	• Cindy and Elizabeth have the passwords for Good360. Contact them with any questions.
	• Betty praised Maribel for the good work as referenced in her report.

Vote: Support Community Dinner March 26, 2025. Vote: Appoint Libby Seil as Event Chair - Barbara	• Last year KCL spent less than $550 supporting this event. Given that the 2025 special events budget is $2,000, there are sufficient funds to cover this event. • Kris suggested volunteers wear something that identifies us as KCL. • The free books given to kids were well received last year. • Motion to approve KCL's support of the March 26, 2025 St. Edward's Community Dinner and appoint Libby Seil as Event Chair was made, seconded and passed.
Vote: Approve 2025 Library Calendar - Cindy	• Calendar dates are listed in the Operations Committee Report. New Years Day, Memorial Day, 4th of July, Thanksgiving, Labor Day and Christmas Day. The day after Thanksgiving is a possible "closed" date. Depending on volunteer availability, the library may elect to close early or close entirely on Christmas Eve. • Motion to approve 2025 library calendar as presented was made, seconded and passed. • With the addition of new volunteers, KCL is now open 1-3 on Tuesday. • Board members to update their email signatures to indicate the new hours on Tuesday.

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Notifications & Upcoming Events – Kiara Kris	• Upcoming Children's events:
	  • The Winter Reading Program will end January 31, 2025.
	  • 1/20 MLK day, paper craft at the library
	  • 1/31 drop-in crafting event: valentine suncatchers
	  • 2/17 crafting at the library
	• 1/25 Coffee with Cathy: (Note date change from 1/18.) In addition to information received previously from Elizabeth and Barbara, Betty will mention the new AWE computers and the March St. Edwards Community Dinner.
	• All input for the End of the Year Report is due to Barbara no later than January 31.
	• The (first) 1/25 Adult Coloring Event was successful with five attendees. Upcoming events will be on the 2nd Tuesday and 4th Friday of each month.
	• 1/28 Cummings Fair: KCL will have a table at the event. Kris provided three documents regarding the Cummings Neighborhood Family Council.
	• West Keizer Neighborhood Association (WKNA): works with the City of Keizer on various safety issues. BJ will be a guest speaker at their February 13th meeting. On March 13th, Cathy Clark will present a State of the City. WKNA is available to assist KCL in many ways, e.g., volunteering at events, etc.

Finance Policy Revisions Approval – Barbara	• Red denotes additions
	• Significant edits are found in sections 4.10, 4.11 and 4.15
	  • 4.10 Over Budget Fiscal Requests
	  • 4.11 Unbudgeted Fiscal Requests
	  • 4.13.2 KCL must retain a tax receipt for all donations greater than $250 per IRS regulations
	  • 4.13.3 Grant Applications
	  • 4.15.2 Purchasing Agents
	  • 4.15.4 High Value Purchases and Services
	• The 2025 budget now includes a column listing the "owner"; i.e., the person responsible for the particular budget item
	• Key Learnings: KCL spends more on programming than we earn on our investments and money cannot be spent to benefit ourselves
	• Motion to approve KCL's Policy Manual as a whole, including the Finance Policy revisions as presented and those policies presented and approved previously was made, seconded and passed.
	• KCL's Form 990 is due May 15th. After discussion and an explanation of Functional Allocation by Shaney, Betty volunteered to assist in the adoption and implementation of this practice noting it would be useful for expenses such as computer support and the landline telephone.

Bylaws Revision & Signatures – Barbara	• Revisions to Section 6.3, Annual Meeting, and Article XI, Financial Policies, were discussed. • Motion to approve the new version Bylaws as submitted was made, seconded and passed. • The board members present signed the signature page distributed at the meeting which will be recorded with the approved Bylaws once signed by all board members.

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Improving Communications Within the Library. Suggestions? – Barbara	• KCL Event Calendar is posted online and is a great reference. Committee agendas are included on the calendar.
	• "ACTION REQUIRED" in the subject line of emails seems to be working well.
	• Elizabeth to ensure the Daily Atriuum notes include that week's events and event instructions to keep our volunteers informed.
	• BJ and Barbara are available to answer any Google drive questions.
	• Google Drive Index:
	  ◦ BJ reviewed the Google Drive Index and was unable to find several listed items; e.g., Volunteer training check list, training cards and the volunteer orientation packet.
	  ◦ The first column lists the shared drive(s)
	  ◦ BJ will work on updating and correcting the Index. For example, outreach items are now residing in the Outreach folder
	• For each new board meeting going forward, Gina will send two separate documents: One with the prior month's minutes and attachments and one with the current month's agenda and attachments.

Matrix of Board Member Skills / Needed Skills – Barbara	• Item tabled for a future meeting. Shaney has provided a board matrix template. The Executive Committee will present to full board after review.
Next Month Discussion/Agenda Items	• One minute elevator pitch to volunteer, donate & KCL mission • BJ is interviewing a potential board member. • Natalie, a volunteer, expressed interest in becoming a board member.
Adjourned - Barbara Miner	7:48 pm