Keizer Community Library Board of Directors
Meeting Minutes

(February 20, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests

Maribel Monroy, Bilingual Outreach Coordinator

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve the January 2025 Board of Directors Meeting Minutes as presented.
- Motion to approve the Bilingual Outreach, Children's Committee, Collections Committee, Executive Committee, Volunteer Hours, Finance Year End, Keizer Heritage Foundation, Treasurer Report, Library Operations and Operations Committee reports as presented
- Motion to accept the $1,500 MAPS Foundation Grant.
- Motion to change the monthly Board meeting to the fourth Thursday of the month, effective with the March 27, 2025, meeting.
- Motion to accept the Budget Line Item Owners List as amended.
- Motion to approve the transfer of KCL's savings account funds from the current Business Savings Account to the Community Impact Checking account
- Motion to appoint Cindy Hunt as 2025 Chair of the Collections Committee and Kiara Ramsey and her designates as Chair of the Children's Committee

Call to Order - Barbara Miner	6:34pm • Motion to approve January 2025 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.
Fei Lai Introduction – BJ **Introduction of Lucy Escobar - Maribel**	• BJ introduced Fei Lai who is interested in becoming a board member. Fei introduced herself and mentioned she has been a resident of Keizer for ten years. • Maribel introduced Lucy Escobar who shared a presentation about the Oregon Book Fair. Lucy is the founder of the Feria Del Libro, a self-published Spanish language book. Lucy created the Book Fair to promote literacy while celebrating the richness and resources within our community. • This year's event will be May 24, 2025, 10A-6P, in Cascade Hall at the Oregon State Fairgrounds. 200 participants have signed up to date. • Lucy does not have 501(c)3 status. Her goal is to become self-supporting through a public library partnership which would promote KCL's visibility and

	have an impact on literacy and cultural exchange. The current budget is approximately $20,000 of which 50% was covered by the sponsors. The remainder was covered by Lucy. ● KCL committed to help to spread the word about the upcoming event and have a table at the event.
City Council Resolution Results – BJ	● There was a brief discussion regarding the successful outcome of Tuesday's City Council wherein the Council approved the resolution naming Keizer Community Library as the City's Public Library.
Motion to Accept the Conditions of MAPS Grant for Children's Programs	● A motion to accept the $1,500 MAPS Foundation Grant and applicable conditions was made, seconded and passed.

Board Meeting Day and Time - BJ	● Given the latest developments below, the Board made, seconded and passed a motion to change the monthly Board meeting to the fourth Thursday of the month, effective with the March 27, 2025, meeting. The Policy Manual will be updated to reflect this meeting date change.
	  ● Shaney Starr, Keizer City Liaison, is no longer available to meet on the third Thursday of the month due to a new City commitment.
	  ● Rhonda Rich, Chair of West Keizer Neighborhood Association, and Carolyn Homan, Vice Chair and Secretary, are both interested in becoming board members.
	  ● The poll conducted by BJ via email produced the 4th Thursday as the next available option for the majority of board members.
	● Committee Reports will be due to Gina no later than the 15th of each month.

Policy Manual	● The updated Policy Manual has been updated/completed and is ready to be distributed. Electronic Copies will be available on the Google drive and included in a board manual being developed.

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 15th of the month, effective March 15, and reviewed 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:
	  ● Bilingual Outreach
	  ● Children's Committee
	  ● Collections Committee
	  ● Executive Committee
	  ● Finance Year End
	  ● Treasurer
	  ● Library Operations
	  ● Operations Committee
	  ● Volunteer Hours
	● New tables purchased with the OCF Grant have been received and will be installed.

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End of Year Report – KHF – Barbara	• There were 6,200 volunteer hours in 2024, which is equivalent to 3 full time staff.
End of Year Report: Finance – Mark	• The 2024 budget was lower than 2023 by approximately 3%. KCL did very well in 2024. • The current CD rate of return has been renegotiated from a 2.25 to a 4.425 rate of return. • The SBA loan has a loan rate of 2-3%. The monthly payment is approximately $140. The balance has been reduced by approximately $2,000 over the past couple of years.
Accept Budget Line Item Owners – Mark	• Each budget item has been assigned an "owner". (See the Budget Line Item Owner document distributed at the meeting.) Each owner will be responsible for evaluating any expenses for that particular line item. The Finance Committee is available to assist with any questions. • Mark will amend the Library Collections and Children Events line items to read: Committee/Chair as applicable. • The Finance Committee will share a companion document to be established listing grants and responsible owners thereof. • Motion to accept the Budget Line Item Owners List as amended was made, seconded and passed. • Mark will send an electronic copy to Gina to be included in the minutes.
Proposal to Move $ From Savings to Community Impact Checking – Mark	• Willamette Valley Bank (WVB) recommended KCL move funds to a 3% account called Community Impact Checking from the current Business Savings account which earns 0.01%. • Motion to approve the transfer of KCL's savings account funds from the current Business Savings Account to the Community Impact Checking account was made, seconded and passed. • To expedite the transfer of funds, Gina will provide this month's board meeting minutes to each board member ASAP so that the minutes can be approved by email and provided to WVB. Note: The account signatories will need to re-sign.
Appoint Committee Chairs for Collections & Children's Committees	• Motion to appoint Cindy Hunt as 2025 Chair of the Collections Committee and Kiara Ramsey and her designates as Chair of the Children's Committee.
Next Steps After City Council's Vote – BJ	• Once BJ has the signed resolution, she will submit the required documentation to Darci Hanning, Public Library Consultant for the State Library of Oregon to review. Ms. Hanning and her boss will review it and submit it to the State Librarian who then submits it to the State Library Board for final approval. Their next meetings are scheduled for April and July. BJ has requested our request be added to their April agenda. • BJ will provide a copy of the submission to all board members for their information.

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March Event: Community Dinner	● The St. Edwards Community Dinner sponsored by KCL will be March 26, 2025 from 4:30 – 6:30pm. ● Once the menu is determined, volunteers will be needed for servers, dining room help, food prep and manning the library table. Libby will leave a sign-up sheet at the library for the volunteers and board members interested in volunteering should email Libby.
Upcoming Events	● Upcoming events: ● February 22: Adult Coloring Group ● March 14: Paper Leprechauns Craft ● March 24: Spring Wreath Craft ● March 26: Community Dinner
Adjourned - Barbara Miner	7:56pm