Keizer Community Library Board of Directors
Meeting Minutes

(April 24, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The March 2025 Board of Directors Meeting Minutes were approved with a correction to the Library Director vote item: Correction to read, “Oregon regulations (ORS) require a designated Library Director to answer email, oversee minutes and attend meetings”.
- Motion to accept Beth Rankin Hardy as a board member effective immediately.
- Motion was made, seconded and passed, to accept the Bilingual Outreach, Collections Committee, Executive Committee, March 2025 Financial Report, March 2025 Financial Results, Library Operations and Operations Committee reports as presented.
- Motion made, seconded and passed unanimously to cash out the CD when it matures in July and use those funds to pay off the SBA loan.
- Motion made, seconded and passed unanimously to offer a free bag of books at the end of the May 2025 Book Sale (from 2-4pm on Saturday) to LIttle Library organizers.

Call to Order - Barbara Miner	6:36pm • The March 2025 Board of Directors Meeting Minutes were approved with a correction to the Library Director Vote item. Correction to read, “Oregon regulations (ORS) require a designated Library Director to answer email, oversee minutes and attend meetings.” CCRLS was incorrect. • Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email. Reminder: Volunteer hours count towards the Spirit Mountain Grant.
Beth Rankin Hardy Introduction – Barbara	• BJ introduced Beth Rankin Hardy. Beth is an OSU Professor and has been a circulation desk volunteer and member of the Communications Committee. • The Recruitment Committee recommended Beth become a member of the Board, effective with tonight’s vote. • Motion made, seconded and passed unanimously to accept Beth as a board member effective immediately.

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Timely Updates: Grants, Plans – Barbara	• Public Status Plan: Barbara provided a brief update. As discussed in March, KCL will resubmit a financial spreadsheet. • HUB Grant: Cindy informed the Board that KCL has been awarded the HUB Grant (public funds) in an amount of $4,000+. • Karin Holten has been retained at a rate of $3,000 for the first quarter to write the Spirit Mountain Grant end of year report and locate possible sources of public funds. Barbara will submit the $3,000 invoice to the City of Keizer as soon as possible. • Maribel's first contract expired April 30, 2025. Some of the OCF Grant funds have been used to present her with a new contract from May 1-November 30, 2025 at 10 hours per week with a slight pay increase as well as fund upcoming children's events. • Dia de los Ninos/Day of the Children event will be held on Wednesday, April 30, from 5:30 - 7:30pm in the City's event room. Board members are invited to attend.

Committee Reports	• Reminder: Committee Reports are due to Gina no later than the 15th of each month.
	• A motion was made, seconded and passed, to accept the following reports as presented:
	  • Bilingual Outreach
	  • Collections Committee
	  • Executive Committee
	  • March 2025 Financial Report
	  • March 2025 Financial Results
	  • Library Operations
	  • Operations Committee
	  • There was no Children's Committee Meeting in April
	• The April 5 Dogman event hosted 24 adults and 33 children in one hour!
	• A spontaneous children's event occurred last week when a Keizer preschool came to visit the library (20 preschoolers). They were very attentive when Barbara read to them.
	• Overall Storytime attendees have increased.
	• Mayra provided a brief listing of upcoming Bilingual Outreach events:
	  • April 30, 5:30-7:30pm, Children's day celebration
	  • May 3 Early Learning Hub Little Learners Day - 5 hour event
	  • May 9th Claggett Creek Middle School Multicultural Night
	  • May 24 Oregon Book Fair, 10-6, at the Fairgrounds
	  • July 11, 18 and 25 Northgate Fun Fridays at Northgate Park and St. Edwards Church
	  • A children's activity for Mother's Day is being planned.
	• Kris announced Cummings and Kennedy Fun Fridays will be held in July and August.
	• The Equity Coalition Forum will host a Know Your Rights presentation at an upcoming Saturday Storytime.

Finances - Mark	• Financial Update: KCL remains in good financial standing.

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	• SBA Loan Plans: There was a short discussion regarding paying off the SBA loan when it becomes due this July. Motion made, seconded and passed unanimously to cash out the CD when it matures in July and use those funds to pay off the SBA loan. • The Finance Committee will meet to review and approve the C12 (tax report) which Mark will submit before the May 15th due date. The Board will receive a copy.
Little Libraries - Kris	• Kris is in the process of locating Keizer's official and unofficial Little Libraries to offer their organizer(s) an opportunity to pick up books after the book sale. The Early Learning Hub has funds which would permit us to update current sites and build an additional five. • A short discussion was tabled regarding providing LIttle Libraries with free books on a regular basis. • Motion made, seconded and passed unanimously to offer a free bag of books at the end of the May 2025 Book Sale (from 2-4pm on Saturday) to LIttle Library organizers.
New Business	BJ asked the Board to give some thought to possible ways to partner with the Center for Hope and Safety to support the children/families living in the recently purchased motel located at Portland Road and the I5 interchange. There are currently 29 families living there. The indoor pool has been filled in and repurposed as a children's activity center. Is there a way to partner with the shelter to support the children there? For example, a storytime?
May Events: **Book Sale** **Keizerfest**	• Libby and Betty will coordinate: The Missionaries are available to help set up and the Rotarians to assist in emptying the storage unit / unload at City Hall and a couple to help set up. • Libby has updated the Book Sale Finder. • Libby and Barbara to discuss further the valuable books which are available to sell and Steve's involvement to set the value. • Mayra will mention volunteer hours to six students on Saturday. • KeizerFest is occurring on the same days as our book sale. KCL is officially signed up. During the Art Walk, May 16, 17 and 18, there is a volunteer opportunity to distribute KCL information. Barbara will advise Elizabeth of any extra material needs in advance. • The Fire Station is hosting a Sunday Pancake Breakfast during KeizerFest.

Upcoming Events & Commitments	• Upcoming events:
	  • April 30: Children's Day/Dia de los NInos Event
	  • April 30: Spirit Mountain End of Year Report Due
	  • May 2, Friday, 1-2: Mother's Day Craft
	  • May 3, Little Learners' Day
	  • May 9, Claggett Creek Middle School Multicultural Night
	  • May 15: C12 Tax Form Due

Adjourned - Barbara Miner	7:28pm

	Next Meeting: 6:30pm on May 22, 2025
Procedure Needed for Reinstatement after Banning or Trespass	Tabled