Keizer Community Library Board of Directors
Meeting Minutes

(June 26, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The May 2025 Board of Directors Meeting Minutes were approved as presented with the addition of the entire Collections Report, pages of which were inadvertently missing from the initial packet.
- Motion to accept the Bilingual Outreach, Children's Committee, Collections Committee, May 2025 Financial Report, May 2025 Financial Results and Library Operations reports as presented.
- Motion made, seconded and approved to cancel the July 24th board meeting with committee reports and other updates provided via email as necessary.

Call to Order - Barbara Miner	6:31pm ● The May 2025 Board of Directors Meeting Minutes were approved as presented with the addition of the entire Collections Report, pages of which were inadvertently missing from the initial packet. ● Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email. Reminder: Volunteer hours count towards the Spirit Mountain Grant.
Local Author Pamphlet	● Cindy shared the newly developed, "local authors" category listing pamphlet.

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
	  ● Children's Committee
	  ● Collections Committee
	  ● May 2025 Financial Report
	  ● May 2025 Financial Results
	  ● Library Operations

	● There was no Executive Committee Meeting in April ● Information Item: A request from the Operations Committee to replace the circulation desk printer (and, possibly the office printer) with funds from the equipment budget. (The current equipment budget balance is $3,000.) The current printers were purchased in 2023 at an approximate cost of $600 each. Elizabeth is researching options, cost, etc. ● Effective July 1, 2025, charging for printing will resume. The cost is $0.10 per page for black and white and $0.25 per page for color. Note: "Per page" is per printed side, not per sheet of paper. Note: The first five printed pages will remain free after July 1.
Treasurer Report – Barbara for Mark	● 42% of the year is complete with 30% of the budget spent. ● There were no unusual expenses in May. ● A new, higher interest-bearing account has been opened at Willamette Valley Bank. ● Good360 Report: Mayra and Cindy reported that we have saved approximately $400 to date with the $200 annual membership fee. They recommended this membership be renewed annually. Most of the items are free; i.e., included in the membership price. It has proven to be a good source for raffle prizes for tabling events, celebrations, craft/activity days, etc. Badges are still forthcoming. Interested board members should email Elizabeth to coordinate and ensure our number of visits per month has not been exceeded. They are open Monday through Friday for 1.5 hour "shopping" sessions.
Update on Public Library Status – Barbara	● The board members discussed the recent withdrawal of KCL's public library status application for FY25-26. FYI: ● The City has committed to $30,000 annually ● There are no restrictions on our income. However, any money raised after $30,000, must be matched by public funds. Cindy recommended donations be projected against projected grants. ● A grant writer has been hired to locate public funding sources. ● Mark will continue to investigate what is involved in changing our fiscal year to a July 1 – June 30 timeframe. ● Future Plans & Priorities Discussion: ● What does being a community library versus a public library mean to KCL?
Grant Updates – Cindy	● The Early Learning Hub Final Report was distributed via email. Kudos to BJ and Elizabeth! This grant permitted KCL to partner with three preschools and over 90 children. We continue to funnel books and library cards to them. 183 newly published and prize books have been purchased. It was recommended we continue to partner with the Early Learning Hub. ● June 14 Family Literacy Event: 25 families attended. There were six activity tables. ● An English/Spanish Early Literacy Calendar has been placed on our website listing day by day/month by month activities. Cindy is working on acquiring the recommended books. ● This month 100+ books have been distributed free of charge to children through various events.

Summer Children's Programs – Kiara Mayra	• The Summer Reading Program has begun with 67 children registering in the first two weeks. There is a scheduled event every Wednesday at 3:00pm. • The twice a month/1.5 hours per session Read to a Dog event has proven very popular. Maxwell is a very friendly, in-training service dog. To date, 15-minute sessions through July 19 have been booked. It was suggested photos be taken and posted on the website. A "do not take my photo" sticker will be offered at the time of check-in. Jane, Maxwell's owner, also provides a coloring page with Maxwell's picture. • Huge thanks to Jane, who generously purchased all the books on Amazon one day. • This Saturday, June 28, the Oregon Child Development Coalition will be at KCL to provide resources/information to families on the Keizer Migrant Education Program. • July Fun Fridays: The WKNA (West Kaizer Neighborhood Association) is partnering with Kennedy School at St. Edwards for an event on July 25, 4-7pm. • A Storywalk was rescheduled to August 2nd, due to weather. • Elzabeth will contact those volunteers who have offered to help distribute and pick up books from our preschool partners. • KCL will be WaFd's Business of the Month and hold a business fiesta in August. Bins will be set up at WaFd and in the library for backpack donations. • In response to Mayra's request, Kiara will make KCL stickers with a QR to direct people to the website. • The attached Keizer Cultural Center card will be available in the lobby and in the museum. • Boys & Girls Club: With the help of the Early Learning Hub grant, books are being supplied to support their weekly summer themes. They've also been given Summer Reading Program Logs and sign-up sheets. Barbara will let Gina know how many have signed up so we can reach out to Chick-Fil-A for additional donations (gift cards and stuffed cows).

Volunteer Event & Volunteer of the Year - Barbara	• Saturday, July 12, 5 – 8 p.m.
	  • Board member attendance was requested.
	  • Each organization will have 10 minutes to talk about recent successes. They've requested each organization present a volunteer to be recognized. Based on the following criteria, volunteers will be selected by Elizabeth and the Operations Committee:
	  • Solid attendance
	  • Availability for fill-in and various programs
	  • No repeats
	  • Someone focused on programming
	  • Someone recognized for day to day participation
	  • Mayra recommended Jaslene, a high school student and possibly one of the Saturday Storytime readers.
	• It was suggested KCL recognize volunteers at the end of the year for their contributions in various contributions.
	• At Barbara request, Beth is developing a list of KCL's accomplishments for the year using committee reports, HUB end of year report, etc. The completed list would be used at tabling events, etc.

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Upcoming Events	• 6/28, 10:30am: Special Storytime Child Dev Coalition • 7/2, 3:00pm: Play games, solve puzzles and tackle wacky challenges with UO Museum of Natural & Cultural History • 7/5, 11:00am: Read to a Dog • 7/9, 3:00pm: Bookmark Creation • 7/16, 3:00pm: Concert bursting with comedy, creativity, audience participation and outrageously fun songs • 7/23, 3:00pm: Children's Educational Theater • 7/25, 4:00-7:00pm Fun Friday @ St. Edwards
Upcoming Vacations	• Mark: June 15 – September 15 • BJ: June 21 – July 13 • Libby: July 1 - 8
Cancelling July Board Meeting	Motion made, seconded and approved to cancel the July 24th board meeting with committee reports and other updates provided via email as necessary.
Adjourned - Barbara Miner	7:41pm **Next Meeting: 6:30pm on August 28, 2025**
Tabled Items	• Procedure Needed for Reinstatement after Banning or Trespass