Keizer Community Library Board of Directors
Meeting Minutes

(August 28, 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	Beth Rankin Hardy	Libby Seil
BJ Toewe, Vice President	Betty Hart	Mark Northcutt, Treasurer
	Cindy Hunt	Gail Steimle
	Kiara Ramsey	(Excused)
	Mayra Rosales Rodriguez	

Guests

Shaney Starr, City of Keizer

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The June 2025 Board of Directors Meeting Minutes were approved as presented, with BJ abstaining.
- Motion to accept the Bilingual Outreach, Children's Committee, Collections Committee, Executive Committee, and Library Operations and two Operations Committee reports as presented.
- Motion that the Library Director, with the help of the Finance Committee, explore forming a 501(c3) as a funding option.
- Motion to reschedule the November board meeting to November 20th, the third Thursday of the month.

Call to Order - Barbara Miner	636pm
	● The June 2025 Board of Directors Meeting Minutes were approved as presented. BJ abstained as she was absent at the June meeting.
	● Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email. Reminder: Volunteer hours count towards the Spirit Mountain Grant.
	● Upcoming Vacations
	  ● Betty: Sept 21 – 25
	  ● Barbara: Sept 21 – 25
	  ● BJ: Sept 7 – 15 (foot surgery 9/18)

Library Manager Hiring Update – Cindy	● Ellizabeth's last day is next Wednesday, September 2nd. ● The position has been posted on Indeed and other job search sites. ● As of 2:00 today, there were 47 applicants: 45 from Indeed and two from traditional channels. Twenty have been invited to submit a cover letter and more in-depth resume. Recruiting will continue until September 10th. The Operations Committee will review resumes and identify interviewees after September 10th. Resumes will be distributed to members of the Operations Committee this weekend. We hope to have a new Library Manager onboard in early October. ● Directors were asked to forward the job announcement, etc. to interested people.

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Council Update – Shaney	• The City has two upcoming tax proposals: An employee paid state tax and a Cherriots tax. At a recent meeting, six of the councilmembers voted to oppose the Cherriots tax. • A six-month long-term task force work session is planned for November. • Shaney will advise if an annual business membership (cost: $330) is required to post KCL events onto the Chamber of Commerce calendar.

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
	  • Executive Committee
	  • There was no Finance Committee meeting
	  • Library Operations (see updated Elevator Speech on page 1)
	  • Operations Committee (two meetings)

Finance Report – Barbara for Mark	• KCL is currently funded through 2026, without any further revenue.
	• An updated Financial Status as of July 31, 2025, was distributed
	  • 2024 was a banner year in terms of grant revenue ($32,500).
	  • KCL received approximately $20,000 in donations per fiscal year.
	• The CD has been cashed in and deposited into a higher yield account. Mark will pay off the SBA Loan when he returns from vacation.
	• At the current time, we are unaware of any "guaranteed" grants going forward. The State Library Board prefers dependable public sources/grants. Karen, grant writer, continues to search for public grants; in particular, one to support our Bilingual Program.
	• It was suggested that City Representatives (perhaps Shaney and the City Manager) meet with Buzzy and/or Darcy to determine specific information requirements.
	• BJ to ask the State Library Board if book sale revenue should be reported as gross or net revenue.
	• Betty suggested KCL's Wish List be expanded to include paper, printers etc.
	• Cindy suggested that KCL create a "Friends of Keizer Library" 501(c3) nonprofit with the sole purpose of raising money, buying books, etc. for the library. The "Friends" would provide KCL with the funding required to match any public funds.
	  • BJ advised that Salem Public Library and Cedar Mill Public Library have a "Friends" 501(c3) organization.
	  • If this is a viable option, KCL's revenue stream would then include public funds, circulation desk revenue, Donations and "Friends" funding.
	  • It was suggested the "Friends" hire/pay the Bilingual Outreach Coordinator through a library management services agreement, relegating the payroll responsibility from the library. The Library Manager payroll would continue to be paid by the Library with the City funds.

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Costs & Benefits of Public Library Status - BJ	● Motion made, seconded and passed that the Library Director, with the help of the Finance Committee, explore forming a 501(c3) as a funding option. ● For the time being, the following are being curtailed/suspended: ● Applying for non-public source grants (e.g. MAPS Grant); and, ● Board members to curtail monetary donations. ● Possible $5,000 public funding grant available from the Willamette Health Council (CCO). Mayra will provide pertinent information to Barbara and Karin Holton (grant writer). Karin will write and submit the grant. ● BJ provided a verbal list of Public Library Status Pros and Cons. ● Some of the Pros are: ● Eligibility for State Library of Oregon support which includes: ● Answerland: A 24-hour reference source for patrons ● Various databases ● National, consortia benefits (classes, purchasing, job bank) ● Ready to Read Grants ● Once KCL has Public Library Status, the majority of benefits come through becoming a CCRLS member: ● Computer networking and hardware, including a free integrated automated system with centralized software, administration and technical support that provides access to 1.2 million items ● Free Internet Access ● Courier service to deliver and pick up holds between interlibrary loan services ● Online catalog ● Wide array of electronic resources ● Lost book and net lending reimbursement ● Wi-Fi hot spots for patron check out. ● Some of the Cons are: ● The major negative impact is KCL will have to keep nonpublic income below the amount the City currently provides ($30,000/year) plus any extra public funds we receive. This limits KCL growth potential. ● The Bilingual Outreach Program is not currently part of the KCL $60K budget. It has been funded through non-public grants. ● After Board discussion, a consensus was reached to move forward with the Friends of the Library and Public Library Status.
Revenue Report: 2024 & 2025 (to date) - Barbara	● See Summary Review of Budget Compared to Actual Expenses distributed at the meeting.
Book sales – Cindy	● See the Booksale Revenue graph distributed at the meeting.
Bilingual Outreach – Mayra	● See Usage of Spanish Language Books information distributed at the meeting.
Cultural Event, Aug 29 6-8PM on the KCL patio – Mayra & Casa Cultura	● Mayra provided a brief description of the event. The library will be open until 7:00pm to help with new library card applications, etc.

Fire Department Open House, October 6 – BJ	• Mayra and Maribel will provide support at this event as well as an upcoming event at Weddell School.

Other Outreach Opportunities	• Dependent upon availability, Mayra and Maribel will participate at the following events:
	  • Police Department BBQ is Saturday, 11-2, at City Hall this Saturday. possibly attend after Saturday Storytime.
	  • October 11, Saturday, 11-3 Faith in Blue Event outreach at Crossroads Fellowship.

September 25 Board Meeting Agenda Items	• Additional information and updates on priorities • VOTE on Bylaw addition of Library Director
October 23 Board Meeting Agenda Items **Location: Gina's house**	• Vote on Priorities • 2026 Budget Proposal • Vote for 2026 Officers • Gina's house: 574 Castle Glen Ln N, Keizer • Takeout food to be provided
November 20 Board Meeting Agenda Items	• Approve Final 2026 Budget • Due to the Thanksgiving holiday, a motion was made, seconded and passed to reschedule the November board meeting to November 20th, the third Thursday of the month.
No Meeting in December 2025	
Adjourned - Barbara Miner	7:55pm **Next Meeting: 6:30pm on September 25, 2025**
Tabled Items	• Procedure Needed for Reinstatement after Banning or Trespass