Keizer Community Library Board of Directors
Meeting Minutes

(September 25, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Attendance

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

Guests
None

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The August 2025 Board of Directors Meeting Minutes were approved as presented.
- Motion to accept the Bilingual Outreach, Children's Committee, Collections Committee, Library Operations and Operations Committee reports as presented. There were no Executive or Finance Committee meetings in September.

Call to Order - BJ	6:40pm
	● The August 2025 Board of Directors Meeting Minutes were approved 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.
	● Upcoming Vacations
	  ● Betty: Sept 21 – 25
	  ● Barbara: Sept 21 – 25
	  ● Cindy: Oct 12 – 26
	  ● Mark: Oct 11 - 26

Library Manager Hiring Update – Cindy	● Of the 100 applicants, approximately 35 were reviewed by the Hiring Committee. ● Emily Stockdale, new Library Manager, will be starting Wednesday, October 1. She has worked for five libraries in four paid positions, including Woodburn & Happy Valley libraries. She has an MS in Library Science. Although she had two years of high school and college Spanish, she doesn't consider herself fluent. ● Her work schedule has yet to be finalized, but as of now she will work in the library on Wednesdays, Thursdays and Saturdays. Other dates will be determined.
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
	  • Library Operations
	  • Operations Committee
	  • There were no Executive or Finance Committee meetings
	• Mayra spoke about a few of the recent Bilingual Outreach activities.
	  • There were more than 90 attendees at the August 29th cultural event, with the dancers' families signing up for (18) library cards.
	  • Heritage Cultural Night, 19 September, had a good turnout. Mayra developed and issued bilingual evaluation forms. It was suggested that "real food" (rather than snacks) be provided, and a raffle would be fun. The dancers were from McCay and McNary High Schools. There were also 5 high school volunteers assisting at the event.
	  • September 26, Mitzeline, bilingual author, will be reading and signing her newest book in the theater.

Finance Report – Mark	• June, July & August revenue data was distributed at the meeting. The total YTD revenue of $43,902.56 includes the annual $30,000 from the City.
Book Sale Update – Libby	• Missionaries will help on Thursday. Betty has asked the Rotary to assist. • The volunteer schedule still has some openings on Friday afternoon, Saturday mid-afternoon and Saturday clean-up. Drivers are needed to take books to Goodwill. Cindy will send an email to the volunteers and ask them to respond directly to Libby. • Kris will be distributing coupons to the Little Libraries.

Friends of Library Update – BJ	• BJ verified, after speaking with Darci from the Oregon State Library, that KCL can form a 501(c)3 Friends of the Library (Friends) organization which would accept donations on behalf of KCL, raise funds, organize the bi-annual book sales, write and submit grants, pay expenses if required, etc.
	• This would relieve KCL of the burden of matching funds with the $30,000 received from the City.
	• Next steps:
	  • Shaney and BJ to discuss establishing the 501(c)3.
	  • BJ will ask Shaney if the City would consider permitting KCL to pay the annual $10,000 rent to Keizer Heritage Foundation directly, rather than the City paying KHF. This would mean the City would give KCL $10,000 for the rent and KCL would then use that $10,000 to pay the rent directly.
	  • Establish a steering committee to form the "Friends" 501(c)3 organization. Tentative members include BJ Toewe, Vickie Brammeier, Gayle Bachik, Kathy Thomas and Mary Sasaki.
	  • Once established, the "Friends" would have their own board, with the Library Director serving as liaison between the two.

	● Once up and running, it was suggested a sticker be printed which could be adhered to KCL materials and would read, "Purchased with funds from the Friends of Keizer Library". ● Shaney believes KCL could have an application submitted to the State before the end of this calendar year. Once approved, it would be retroactive to the date of submission. More detail to come.
Discussion of Grant Applications - BJ	● All grants need to be reviewed by the Executive Committee prior to submission. ● Karin is investigating public funding for Hispanic outreach. ● Hold all grant submissions until after June 30, 2026 UNLESS they are publicly funded, e.g., Early Learning Hub grant. ● From July 1 – June 30, 2026 libraries won't be able to raise more than 50% of City-provided funds
2025 Fundraising Questions	● After discussion, it was determined: ● An Annual Appeal will not be held this year. In future years, the Appeal will be organized by the "Friends". ● Cindy will update the Amazon Wish List to include two new computers for the circulation desk. ● Infinity will donate two used computers. KCL will pay for the necessary software upgrades. ● Checks will be accepted as they are received ● This year's book sale will continue as scheduled
Library Operations Report Highlights - BJ	● A new Gilbert House Pass has been purchased ● Monthly circulation was the same in 2024 and 2025 with more renewals ● Event days have highest attendees ● In the last year, library visitors increased every month except for July
September 26 – Children's Book Presentation in Theater – Mayra	● Mayra provided a brief description of the event.
October 6 Fire Department Open House – Mayra & Maribel	● Mayra and Maribel will provide support at this event as well as an upcoming event at Weddell School.
November 1– Traditional Dia de Los Muertos altar will be displayed at KCL – Mayra	● Set up is scheduled for October 31, after library hours
October 30 Board Meeting Agenda Items	● Vote on Priorities ● 2026 Budget Proposal ● Vote for 2026 Officers

Keizer Community Library Board of Directors
Meeting Minutes
(September 25, 2025 6:30 p.m.)
(Art Classroom, Keizer Cultural Center)

Location: Gina's house @ 574 Castle Glen Ln N, Keizer	• BJ will poll the board members via email regarding the possible rescheduling of the October board meeting from October 23 to October 30, 2026 • Takeout food to be provided. Gina to send out a menu as the date approaches.
November 20 Board Meeting Agenda Items	• Approve Final 2026 Budget • Due to the Thanksgiving holiday, a motion was made, seconded and passed at the August board meeting to reschedule the November board meeting to November 20th, the third Thursday of the month.
No Meeting in December 2025	
Adjourned - BJ	7:35pm **Next Meeting: 6:30pm on October 23 or 30, 2025 (TBD)**
Tabled Items	• Procedure Needed for Reinstatement after Banning or Trespass