Keizer Community Library Board of Directors
Meeting Minutes

(January 22, 2026, 6:30 p.m.)
(Art Classroom, Heritage Culture Center, Keizer)

Attendance

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

Guests

Maribel Rodriguez
Emily Stockdale

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The November 2025 Board of Directors Meeting Minutes were approved as presented.
- Motion to accept the two Bilingual Outreach, Children's Committee, Collections Committee, Executive Committee, Library Operations and Operations Committee reports as presented.
- Motion, seconded and passed to participate in the One Coast, One Book opportunity as presented, with BJ signing the agreement on behalf of KCL.
- Motion was made, seconded and passed unanimously to extend a new three-year term to June 2028 for Ms. Seil.
- Motion was made, seconded and passed unanimously to accept the KCL Camera Policy revisions and/or additions as presented.
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Call to Order – Barbara	6:40pm • The November 2025 Meeting Minutes were approved as presented. There was no December board meeting. • Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email.
Introduce Guests - Barbara	• Emily Stockdale, Library Manager, was present. • Board members introduced themselves to Susan Jacobo, Librarian at Weddle School, who may be interested in joining the Board. Susan explained she is interested in bridging the bicultural gap between KCL and Keizer's local Spanish speaking community.
Friends of the Library (Friends) Update - BJ	• The Friends will be applying for public library status this spring. A Memorandum of Understanding (MOU) needs to be written and agreed to between the Friends and KCL to delineate the separate organization responsibilities. Barbara and Cindy volunteered to work on a subcommittee to develop an MOU between the two organizations.

	● Depending on the 501(3)c status, we will plan on the Friends running the book sale and accepting the funds for the benefit of KCL. ● Friends' Application Update: The Friends applied on Sunday for 501(3)c status and asked for expedited handling. ● A bank account has been established. ● Letters will be sent out asking if anyone would like to be a founding member of the Friends at a one-time cost of $100/membership. ● There are six Friends board members.

Committee Reports	● Reminder: Committee Reports are due to Gina no later than the 15th of each month.
	● A motion was made, seconded and passed unanimously, to accept the following reports as presented:
	  ● Monthly and End of Year Bilingual Outreach
	  ● Barbara provided a few highlights from the two reports.
	  ● The OCF grant funded four major events in 2025: Dia de los Ninos, a cultural music presentation, Latin Heritage Day, Dia de los Muertos.
	  ● Kiara added commentary and noted that children are now having their birthday parties at Saturday Storytime.
	  ● OCF and Spirit Mountain Grants have been spent.
	  ● The Epping grant still has funds remaining.
	  ● Children's Committee: Kiara added commentary. Activities were cut down to once a month. The Weekly Read to a Dog program has been very successful – after Storytime on Saturdays. Eleven programs were offered during the summer – one per week. We hope to repeat the end of the year party this year.
	  ● Collections Committee: Cindy provided commentary.
	  ● We now have an inventory of 17,000 books and CDs. 2,179 items were added in 2025.
	  ● A lot of DVD donations were received; checkouts have increased.
	  ● Nonfiction adult health and craft sections have been enhanced.
	  ● Oregon Battle of the Books grant for grades 3 – 5 provided 165 new books.
	  ● Early literacy provided 163 new picture books
	  ● Spanish grants provided new Spanish books
	  ● The Pinkalicious collection has doubled
	  ● Bluey in Spanish, Abulitas, has been very popular.
	  ● The sorting and donation workload is being addressed.
	  ● Monthly and Annual Library Operations: Emily provided commentary to the Annual Report.
	  ● Institutional checkouts to preschools began this year. (1270 books)
	  ● Books on tape is the only resource which did not increase in 2025.
	  ● Emily would like to grow the volunteer base throughout 2026; more substitutes are needed.
	  ● Emily is trying to find ways to increase new library cards signup. She will remind the circulation desk volunteers to ask parents if they'd like to get a children's card.

	• New Home Outreach Program: The Keizer Times interviewed Emily last week. She stressed the participants need a library card and must live within Keizer City limits. • Facebook posts and programming seem to get the most traction/likes. • Google clicks / statistics can now be tracked.
Card for Jaime, Volunteer	• Jaime, KCL volunteer, has taken a leave of absence due to some personal life changes. Paula circulated a card for board members' signatures.
Finance Reports – Mark	• See documentation distributed at the meeting. (This is an easier version to read than that electronically distributed with the agenda packet.) • Total income: $67,326 is highlighted in green. Total expenses were $68,000. • Yellow highlighted items were funded from grants received in 2024; meaning this is not reported as 2025 income. Total: $22,051 • 2025 grants were approximately $4,000 KCL receives many in-kind donations. For example: 2,000 books donated, printer donated via the wish list online, two public computers donated, almost all children event supplies are donated, microwave donated, food bank drive in November and warm clothes, $10,000 in rent money from the city of Keizer, bottled water, etc. Organizations that supported us in 2025: • Boy Scouts • McNary High School Group: Jr. ROTC • Rotary • Keizer Food Bank December 31, 2025 Bank Balances on page 3: Friends of Library amount will be corrected to read: $2,500 by Barbara. Reserves are enough to support the library for two years if need be. Finance Committee goals: • Pay off SBA loan • Pursue hiring a paid bookkeeper • Possible change of our fiscal year (July 1- June 30)
Miscellaneous	Betty mentioned a City Hall Cleanup is scheduled for March 14 if board members would like to participate.
One Book, One Coast Opportunity – BJ	• BJ is seeking board approval to participate in a new program. Invitations were sent to more than 400 West Coast libraries proposing that during the months of March, April and May, libraries plan an event around a single graphic novel: George Takai's book, <u>They Call Us Enemy</u> about the Japanese people to internment camps during WWII. To participate, KCL would sign an agreement and have one activity which could be as simple as a book display. Purchasing the book is not a requirement. • Motion, seconded and passed to participate in the program as presented with BJ signing the agreement on behalf of KCL.

	• Suggestion: Would the museum be interested in partnering with us on this program?
Amended KCL Camera Policy – Barbara	• See document distributed with the agenda packet and at the meeting. Barbara will verify signage exists as stated in the Policy. • It was noted that the Keizer Heritage Foundation also has cameras at each building entrance/exit. • Motion was made, seconded and passed unanimously to accept the revisions and/or additions as presented.
Board Membership Reappointment – Libby Seil	• Libby Seil's term expired in July 2025. When Cindy reached out to Libby to ask if she wanted to renew her term, she agreed. • Motion was made, seconded and passed unanimously to extend a new three-year term to June 2028 for Ms. Seil.
Committee Membership Review – Cindy	• The current Committee roster was distributed to board members to make changes, verify participation, etc. Gina will update with collected changes and (re)distribute to the board members. • Cindy reminded board members that each board member should serve on at least one committee.
Other Business	Kris mentioned: • The Adult Coloring Group, held the fourth Saturday of the month at 1:30, will now be managed by Natalie. • A new Little Library is being established on Fifth by the pool. • The Art classroom is booked for the next couple of months, which impacts Maribel's programming. Linda, of the theater, is interested in partnering with KCL and the Spanish community.
Community Outreach	• Feb 7 – National Take Your Child to the Library Day with two activities ongoing throughout the day to familiarize children and families with KCL: Make Your Own Bookmark in the library and age-appropriate scavenger hunts. • Feb 20 – McNary Annual Resource Fair • April 30 – Children's Day Event @ City Hall, 4:30 – 7:30pm (tentative)
Children's Events - Kiara	• Feb 16 – Pajama Storytime in the Theater at 10:30am • Dec 12 – Mar 28 – Cuddle Up Reading Program
Adjourned - Barbara	8:27pm **Next Meeting: 6:30pm on February 26, 2026**
Tabled Items	• Procedure Needed for Reinstatement after Banning or Trespass