Keizer Community Library Board of Directors
Meeting Minutes

(March 26, 2026, 6:30 p.m.)
(Art Classroom, Heritage Culture Center, Keizer)

Attendance

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

Guests

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- The February 2026 Board of Directors Meeting Minutes were approved as presented.
- Motion to accept the Bilingual Outreach, Children's Committee, Collections Committee, Executive Committee, Library Operations and Operations Committee reports as presented.
- Motion to extend Mark Northcutt's term until he resigns later this calendar year.
- Motion to issue a contract through December 31, 2026 to Nested Numbers at a rate of $1000 set up and $250 per month, contingent on reference(s) and contract review.
- Motion made, seconded and passed unanimously to accept the Policy Manual sections as presented.

Call to Order – Barbara	6:32pm • The February 2026 Meeting Minutes were approved as presented. • Volunteer hours: Future volunteer hours should be reported directly to Gina via a short email.
Public Comment	• Kris mentioned a patron who requested KCL procure a globe for display.
President's Update – Barbara	• Barbara submitted the report to the City Council. It was well received. • Mark's term expires April 2026. He was elected as Treasurer for the 2026 calendar year. Motion made, seconded and passed unanimously to extend his term until he resigns later this calendar year.
City Update - Shaney	• City Budget committee meetings are scheduled for May 11 & 12, 2026, with the 14th held in reserve. The budget request packets should have been distributed. • "Discretionary" funding requests are typically addressed the second night (the 12th). BJ and Shaney will discuss KCL's submission to the City offline.
Friends of the Library (FoL) Update - BJ	• Things are progressing. Currently there are 53-54 founding members of the FOL organization which is still open for additional founding members until March 31. Requirement is $100+ donation. • The MOU is proceeding as well.

	• The Library Champion Award (LCA): The Friends would like to bring back the former "Art Burr Award" and rename it the LCA to honor any volunteer who has helped promote KCL or their work. Nominations are open to all and are due before the end of April. Information and forms will be posted to the KCL and FOL websites by March 30. Paper copies are also available at the circulation desk. The plaque displays each annual winner and is viewable at KCL. • The Request for Funds form will be ready for submission to the City this week, well in advance of the April 15 due date.
Website Update – Gina	• A new volunteer, Oca Patriarca, has stepped forward to "fix" the KCL website and work to ensuring it runs smoothly, etc. In addition to updating the current system, he has volunteered to develop a Google calendar to replace the current Siteground calendar which has been assaulted by over 400,000 bots in recent months.
Finance Meeting Report – Barbara	• See KCL Financial Update – March 2025 Report, Finance Committee Meeting Minutes and Statement of Activity July 1, 2025, through March 15, 2026 documents distributed at the meeting. • One resume was received in response to the Bookkeeper RFQ and reviewed. After review by the Finance Committee, Nested Numbers (Tatiana Walsh) will start Monday, March 30. Anticipated charges are: $1000 set up fee and $250 per month. • Motion was made, seconded and passed unanimously to issue a contract through December 31, 2026 to Nested Numbers at a rate of $1000 set up and $250 per month, contingent on reference(s) and contract review. The service and contract will be reevaluated at the end of the year to see if the allocated time is adequate. • In anticipation of Mark's resignation, KCL will need a treasurer, effective July 1, 2026. • Betty will put the word out with Rotary and Chamber members. • Kiara and Susan will contact Sam Parra. He'll be at KCL on 4/4 and 4/11 for different presentations. • BJ will contact Kim Hanson, the Executive Director of MAPS Community Foundation. • Barbara will ensure the FOL receives a report from QuickBooks through the end of March and a forecast for April 1 through the end of June 2026. • Barbara will attempt to correct the "Refunds" amount which was reported as income.

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.
	  ◦ Bilingual Outreach
	  ◦ Children's Committee
	  ◦ Collections Committee
	  ◦ Executive Committee
	  ◦ Library Operations

	● Operations Committee
Policy Manual Updates from Executive and Collection Committees – Barbara & Cindy	● KCL Bylaws require the Policy Manual to be reviewed every even numbered year. ● The following Policy Manual Updates were reviewed and discussed: ● 1. Governance ● See red corrections which are basically formatting/spacing issues. ● Motion made, seconded and passed unanimously to approve the changes as presented to the Governance section of the manual. ● 2.03.3, Secretary: Removed the phrase "and implements the Library's records retention policy". ● 2.03.05 was corrected to 2.03.5 ● Inserted a new Section 2.03.5, Library Director, to read "Library Director serves as a representative of the Library at organizational meetings including CCRLS and others designated by the Board President. Library Director shall report back to the Executive Committee and the Board on activities of the organizational meeting(s) attended." ● Former 2.03.5 became 2.03.6 ● 2.06.1 Regular Meetings: The first sentence was revised to read "The Board of Directors shall meet monthly." ● 2.06.02 Annual Meeting: Second sentence was revised to read "Newly elected officers begin their respective terms of office on January 1, unless there's a current vacancy in the office." ● Motion made, seconded and passed unanimously to accept the Policy Manual sections as presented. ● The Collection Policy was reviewed by Cindy. There may be some minor tweaks to be consistent with the MOU when official.
Miscellaneous	● Kiara brought everyone's attention to the $1500 MAPS grant request to cover the summer programming in the Children's Committee Report. Kiara will request KCL receive the check after July 1. Note: As of next year, the FOL will be the entity applying for the grant. ● There were 27 attendees at last Saturday's Spanish Storytime.
Upcoming Events	● Adult Coloring Club: March 28, 1:30P ● Fraud Protection for Adults (Sam Parra): April 11, 10:30A ● Make A Book craft: April 25, 11A – 12P ● Dia del Nino/Children's Day: April 30, 5 – 7:30P at Keizer City Hall ● Adult Book Club: May 6, 6:30P ● Mother's Celebration: May 9 (tentative in the theater) ● Booksale: May 15 and 16
Upcoming Vacations	BJ: April 23 – May 12 Gina: April 23 – June 3 Cindy: April 25 – May 3 Kris: May 5 – June 15 Cindy: May 12 – 18 Cindy: June 1 – 4

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Adjourned - Barbara	7:39pm **Next Meeting: 6:30pm on April 23, 2026**
Tabled Items	● Procedure Needed for Reinstatement after Banning or Trespass