Keizer Community Library
Board of Director Meeting Minutes
April 23, 2026, 4:00 p.m.
Art Classroom, Keizer Cultural Building

Board Officers	Board Members	Absences	Guests
Cindy Hunt, Vice President	Kris Adams	Gina Pye, Secretary	Robert Becker (Museum Manager)
Barbara Miner, President	Paula Guiles	BJ Toewe, Library Director (Excused)	Oca Patriarca
Mark Northcutt, Treasurer	Betty Hart		Carly Dawsmen
	Susan Jacobo		
	Kiara Ramsey		
	Libby Seil		
	Gail Steimle		

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to accept the March 2026 Board of Directors Meeting Minutes as presented.
- Motion to accept the Bilingual Outreach, Children's Committee, Collections Committee, Executive Committee, Finance Committee, Library Operations and Operations Committee reports as presented.
- Motion to accept $1500 grant from MAPS Community Foundation to be used to fund performers for the Summer Reading Program.

Call to Order – Barbara	6:32 pm
Introduction of Guests – Betty / Barbara	**Robert Becker** - Keizer Heritage Museum Manager ● May 30 at 1 pm Keizer Heritage Museum will host its first guided tour of the Keizer Cultural Center. Those interested can email KCCTours@keizerculturalcenter.com to register for a 45 minute tour. ● KHM would like KCL to promote the event with the hopes of increasing traffic through building and donations to KHF and KHM. **Oca Patriarca** - Oca has been working on updating and fixing our website and is interested in joining the Board of Directors. • **Carly Dawsmen** - Interested in joining the Board of Directors.
President's Update - Barbara	**KeizerFest:** The Theater has paid for Keizer Community Library to have a table at the Keizer Art Fair. Volunteers are needed to run the table. KeizerFest and Book Sale are on the same weekend **Application for City Funding** ● Cindy will provide public testimony at the City's Budget Committee Meeting on May 11th ● Barbara will be present at the City's Budget Committee Meetings on May

	11 and 12th to answer questions • BJ will return on the 12th and will be available to provide written answers to any questions unanswered at the meeting

FoL Update – Gayle	• FoL has a steering committee, but still needs to elect board members.
	• 66 Founding Members donated a minimum of $100 (some donated more) giving FoL a started fund of at least $6600
	• FoL would like a wishlist (preferably of things like equipment) from KCL
	  • All ideas for the wishlist need to be sent to the Finance Committee
	  • A request process for money from FoL needs to be created.
	• 5013C status has been applied for and will be retroactive to November 11, 2025 when granted.
	• FoL is opening the Library Champion Award to honor someone dedicated to our library. Nominations open 3/30 and 4/31

MOU Update – Cindy	The purpose of the MOU is to set expectations between the KCL and FoL Boards. It is intended to be a living document that is amended yearly. KCL BOD will vote on the MOU at the May meeting and FoL will vote on June 3. The MOU will take effect on July 1.
	
	Key Points:
	• Generally
	  • Representatives from both boards will be invited to each other's meetings
	  • FoL agree that KCL will have the final say on what money is accepted
	• Grants
	  • KCL will apply for public grants and FoL will apply for private grants
	  • For each grant approved, an addendum will be added to determine who is the fiscal manager and the administrator
	• Donations
	  • Donated items belong to KCL until they are taken to storage
	  • Money from the donation bin will go directly to KCL
	
	Agreed Upon Changes:
	• Generally - Change to Friends "Board" meetings
	• Staff Support - Change "Chair" to "President"
	• Staff Support - Add "Community Outreach Coordinator"
	• Complaints - Change "Chair" to "President"
	
	Points of Concern: Gail is concerned that patrons will not understand why KCL is asking money to be donated to FoL instead of directly to KCL. Gail suggests a campaign to explain the purpose of FoL to patrons as well as an explanation next to the donation link of the KCL website.

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Book Sale Update - Libby	**Friday May 15 from 9 am to 5 pm and Saturday May 16 from 9 am to 4 pm** • There are 6000 books to sell • Founding Members of FoL will have early access on Thursday from 3 to 5 pm • $5 Bag of Books Saturday May 16 from 2 to 4 pm • 18 Little Libraries have been invited to get two free bags of books on Saturday afternoon • FoL will handle all cash logistics for the book sale **Points of Concern:** • Cindy has implemented a policy of only accepting 2 bags/boxes per person per day as well as limits to kinds of donations accepted due to space concerns as well as staff ability to sort and transport donations • Libby is concerned that this policy will result in less donations because of the potential inconvenience • Cindy would like FoL to provide volunteers to consistently transport donations from KCL to storage to reduce the need to limit donations
Treasurer's Report – Mark	**Major Expenses in April:** $845 Insurance Payment for Liability and $250 Good360 Membership Renewal **Financial Position as of April 23, 2026** • Debit $750.07 • Checking $7515.26 • Savings $11217.55 • Savings/Checking $139,999.80
Finance Committee Report - Barbara	• Mark has announced that when a new treasure is found, he will resign • Tatiana Welch from NestNumbers has been hired as bookkeeper • Tatiana will be paid $1000 as a set up fee and $250 monthly • Mark and Gail streamlining the documentation process to be more digital and organizing finances to make is easier for her • She will be responsible for managing Quickbooks under the supervision of the Treasurer
Upcoming Events	• Crafting at the Library (Make a Book): April 25 from 11 am to 12 pm in the Library • Dia del Nino (Children's Day): April 30 from 5 to 7 pm in City Hall • Adult Book Club: One Coast, One Book: May 6 at 6:30 pm in the Library • Mother's Celebration: May 9 at 11 am on the Patio • Keizer City Budget Meetings: May 11 and 12

	• Library CLOSED for Memorial Day: May 25
Upcoming Vacations	• Gina - until June 3 • BJ - until May 13
Next Board Meeting	Thursday, May 27, 6:30pm
Adjourned – Barbara	8:17 pm