Keizer Community Library
Board of Director Meeting Minutes
May 28, 2026, 6:30 p.m.
Art Classroom, Keizer Cultural Building

Board Officers	Board Members	Guests	Excused Absences
Cindy Hunt, Vice President	Carlie Dossman	Shaney Starr, City Council	Barbara Miner, President
Betty Hart, Treasurer	Paula Guiles	Paulette Helsey, KCL Volunteer	Gina Pye, Secretary
BJ Toewe, Library Director	Susan Jacobo	Michele Schwartz, KCL Volunteer	Gail Steimle
	Oca Patriarca	Gayle McMurria Bachik, Friends of Keizer Library	
	Kiara Ramsay		
	Libby Seil		

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve April 2026 Board of Directors Meeting Minutes as presented
- Motion to approve Betty Hart as Interim Treasurer
- Motion to elect Oca Patriarca and Carlie Dossman as Board Members
- Motion to approve the MOU with the Friends of Keizer Library as presented
- Motion to approve Bylaw updates as presented
- Motion to accept the Bilingual Outreach, Children's Programming Committee, Collections Committee, Executive Committee, Library Operations and Operations Committee reports as presented

Call to Order	6:32 pm

Introduction of Guests	• Shaney Starr, City Council
	• Gayle McMurria Bachik, Friends of Keizer Library
	• Interested Board Members
	  • Paulette Helsey, KCL Volunteer
	  • Michele Schwartz, KCL Volunteer

Resignations	• Mark Northcutt is resigning as both Treasurer and a Board Member • Kris Adams is resigning as a Board Member

City Council Update - Shaney	• Congratulations from Shaney on behalf of City Council for Public Library Status
	• Keizer City Council Budget Committee approved Keizer Community Library's funding request for $30,000
	  • Shaney was pleased that there were no objections to including the Library in the proposed budget
	  • The Transient Occupancy (TOC) funds will be used to pay for the Library
	  • Shaney recommends considering asking for automatic escalators to be added to our budget request in the future, which would give the Library automatic increases to our approved budget based on the increased cost of living

Public Library Update & Discussion	• The Library will become a public library on July 1 • The Executive Committee will review public library rules and expectations to ensure we are in compliance

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	• As a public library we are eligible to receive the Ready to Read Grant in 2027
	  • All libraries who apply receive funding to be spent on summer reading programs for ages 0 to 14 and early literacy programs for ages 0 to 6
	  • Keizer Library is eligible for a minimum of $7000
	• As a public library we are also eligible to apply for the Library Services and Technology Act Grant, which allows libraries to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved.
	• The idea of changing our name to “Keizer Public Library” was brought up. There is no requirement by the State Library to change our name. Board members provided initial feedback:
	  • Gayle and Kiara would prefer to keep the name Keizer Community Library because our library was built by the community, unlike other public libraries who are part of the city.
	  • Kiara is concerned about the time and cost of changing all of our materials to match a new name.
	  • Betty, Paula, and Shaney are concerned that changing our name to include “public” will lead to the community assuming that we are run by the city even though we are an independent non-profit.
	  • Susan suggests asking for patron input.
	  • Oca recommends changing our name to include “public” to reflect that we will be able to offer more services common at public libraries in the future. He believes our name should reflect our mission.
	  • Paula doesn’t think “public” needs to be added to our name because most people refer to us as just “Keizer Library”. She is also concerned that changing our name to “public” would mean people would expect services that we do not currently have.
	  • BJ has no preference, but suggests that a name change might be a way to get the word out that our library exists.
	• Our next step is to become part of the Chemeketa Cooperative Regional Library Service (CCRLS)
	  • CCRLS has begun the process to change membership requirements
	  • BJ will meet with CCRLS on June 16 to discuss these changes
	• Keizer Library will host a celebration on the patio in July
	  • Cindy, Kiara, and Susan will coordinate
	  • Volunteers, patrons, and the Friends of the Library will be invited

Friends of Keizer Library Update - Gayle	• FoL has been in operation for 7 months and in that time has created by laws, applied for 501(c)(3) status, gotten an EIN number, created a logo, and elected officers amongst other things. • The $2500 start-up funds given by KCL were used to pay for Quickbooks, a cardreader, envelopes, and stamps.

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	• 140 targeted letters were sent to library supporters asking them to become founding members. 66 households (92 individuals) joined donating a total of $9600. • The FoL steering meeting will be dissolved on June 14. • KCL BoD members are invited to serve on FoL subcommittees. • Until 501(c)(3) status is given, all fundraising is on hold. However, FoL does plan to hold another membership drive in September.
MOU Update - Cindy	• An updated version of the MOU with FoL edits was shared. The only notable edit being the annual wishlist should be prioritized. FoL will adopt the MOU at the end of June. • The MOU will be reviewed and updated each year. • Shaney suggests arranging quarterly operations meetings between FoL and KCL to handle communications and review business ideas. Gayle suggests FoL and KCL create a standing MOU sub-committee for this meeting.
Request Process for Funds from FoL - Cindy	• Regular expense requests will be done annually as part of the Library budget process • For unusual expenses outside of the budget, requests will first be sent to the Executive Committee for approval before being forwarded to FoL

Proposed By-Law Updates - Betty	• Proposed Changes:
	  ◦ Article III. 3.1 – New board members are appointed elected by the board
	
	  Article IX. 9.1 – Change fiscal year to July 1 to June 30 to match the State Library and the City of Keizer
	• Article VI. 6.3 – Move annual meeting to June to elect officers for one-year terms
	• Article XI. 11.2 – Specifies that gifts intended to affect their role as a Board member should not be accepted
	• Implementation: In January 2027, the Board will elect officers for six months to take us to the end of the fiscal year. In June 2027, the Board will elect officers for next fiscal year.

Proposed Board Member Expectations Discussion - Cindy	• The Executive Committee has drafted BoD expectations to mirror FoL's BoD expectations.
	• These expectations are advisory and do not need to be followed exactly to be part of the BoD
	• Points of Concern
	  ◦ Kiara is concerned about the expectation to financial contribute to the library
	  ◦ BJ would like all board members to financially contribute so this information can be shared in grant applications to should our dedication to the organization
	  ◦ Cindy and Gayle emphasized that the expectation is to make a "personal financial contribution at a level that is meaningful to them"

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	● Carlie recommends all board members be expected to sign a conflict of interest form ● Shaney recommends all board members be expected to have a criminal background check ● The Executive Committee will review the concerns and bring an edited version to the next board meeting
Booksale Update - Libby	● The May book sale was more successful than previous years in terms of amount of money brought in ($4000), number of items sold (few books needed to be taken to Goodwill) and number of participants (the children's book corner was full the entire sale) ● The increase in success might be attributed to holding sale during the final weekend to drop off election ballots, a story about the sale in KeizerTimes, and Emily placing the sale on community calendar websites ● The Adult Book Club helped set up the event on Thursday and the McNary High School National Defense Core helped clean up the sale. ● 18 Little Libraries were contacted and 15 came to claim at least two bags of free books at the end of the sale ● The third weekend in both May and October are both booked at City Hall in 2027. Shaney will reach out to City Hall to investigate as KCL has a standing reservation for these weekends. ● The removal of the two bag/box donation limitation was suggested due to the number of items sold at the sale. ● Gayle has offered for FoL to move donated items to the storage shed to help with storage issues ● Emily is actively asking interested volunteers if they would be interested in moving items to the storage shed
Children's Day Update - Susan	● The event included an author reading, a resource fair, and children's activities ● The event was hosted on the same $400 budget as 2025 ● 101 children and 104 adults attended in addition to 14 volunteers (compared to 60 children in 2025) ● A larger room will be requested for next year
Proposed Library Card Application Update - Kiara	● Online application should include both English and Spanish ● A specific place should be included on the adult application for children (along with their birthdate) so that families getting multiple cards do not need to fill out applications with the same information multiple times
Upcoming Events	● Summer Reading Program Begins: June 8 ● Book Bingo: June 17 at 11 am on the Patio ● Adult Coloring Club: June 20 at 1:30 pm in the Library ● Magic Show: June 24 at 11 am in City Hall ● Adult Book Club: June 24 at 6:30 pm in the Library

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Next Board Meeting	Thursday, June 25, 6:30pm
Adjourned	8:24 pm

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Kiara Ramsay, Acting Secretary Date