Keizer Community Library
Board of Director Meeting Minutes
June 25, 2026, 6:30 p.m.
Art Classroom, Keizer Cultural Building

Board Officers	Board Members	Guests	Excused Absences
Betty Hart, Treasurer	Carlie Dossman*	Shaney Starr, City Council	Paula Guiles
Cindy Hunt, Vice President	(*via phone from	Paulette Helsey, KCL Volunteer	Susan Jacobo
Barbara Miner, President	6:36 – 6:40pm)	Gayle McMurria Bachik,	Oca Patriarca
Gina Pye, Secretary		Friends of Keizer Library	Kiara Ramsay
BJ Toewe, Library Director			Carlie Dossman (after 6:40pm)

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve May 2026 Board of Directors Meeting Minutes as presented with corrections made to the meeting time and spelling of Gail Steimle's first name.
- Motion to accept Libby Seil and Gail Steimle's resignations with thanks from the Board members.
- Motion to elect Paulette Helsley as a Board Member, effective immediately to serve a three-year term
- Motion made, seconded and approved by a majority of the board members present, with two abstentions, to approve the Board Member Expectations document as presented.
- Motion made to require the Operations Committee to review the Human Resources Policies document as presented and return it to the full Board no later than the September board meeting for review and approval by the full Board.
- Motion to approve the Human Resources Manual/Polices as presented.
- Motion to approve the Patron Code of Conduct Policy as presented.
- Motion to approve the Keizer Chamber of Commerce Annual Membership at a cost of $330/year as of July 1, 2026.
- Motion to approve the 2026-27 Budget as amended.
- Motion to elect the following officers effective July 1, 2026 through June 30, 2027: Barbara Miner, President; Cindy Hunt, Vice President; Betty Hart, Treasurer and Gina Pye, Secretary.
- Motion to accept the reports as submitted with corrections to the Executive Committee Meeting Minutes as noted.

Call to Order	6:36 pm Barbara announced the Board Members were here to celebrate officially being named "America's Newest Public Library", in addition to conducting the meeting. We anticipate many changes with this change in library status. Also, 109 new library cards have been issued as of June 1st.
Board Nomination(s) - Cindy	• Paulette Helsley was introduced and a brief verbal bio of her KCL volunteer work was provided. • Motion made, seconded and unanimously approved (with Carlie Dossman's verbal approval via phone) to elect Paulette Helsley as a Board Member, effective immediately to serve a three-year term. Paulette will also be joining the Operations Committee and leading the Preschool Book Delivery Program.

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May 2026 Board Meeting Minutes Approval	• Motion made, seconded and unanimously approval of the May 2026 Board of Directors Meeting Minutes as presented with corrections made to the meeting start time and spelling of Gail Steimle's first name.
Introduction of Guests	• None
Public Comment	• None • Speakers are limited to three minutes
Resignations	• Libby Seil resigned as a Board Member, effective June 12, 2026. • Gail Steimle submitted her resignation as a Board Member, effective June 30, 2026. • Motion made, seconded and approved unanimously to accept Libby Seil and Gail Steimle's resignations with thanks from the Board Members
City Council Liaison Update - Shaney	• Shaney reported everyone is excited and proud of KCL attaining public library status.

Public Library Update & Discussion - BJ	• Next Steps
	  • KCL's membership application will be submitted to CCRLS on July 1, 2026. We do not anticipate any announcements until the last quarter of 2026.
	  • In August BJ will meet individually with those PIM directors she knows.
	• America's Newest Public Library Ribbon Cutting Celebration, July 7, 3:30 on the Library Patio
	  • The planning group is making good progress: Invites have been sent out to various dignitaries, congresspeople, County Commissioners, etc.
	  • Betty invited the Rotary and members of Keizer United.
	  • The event has been announced on Facebook
	  • Keizer Times, Salem Reporter and Statesman Journal have been invited.
	  • Maribel is reaching out to the bilingual community. Marya will be translating.
	  • KCL will be closed from 3:30 – 4:00.
	  • Board members' role is to mix and mingle at the event.
	  • BJ will be the Master of Ceremonies.
	  • Short speeches will begin at 3:45
	  • Congresswoman Salinas has agreed to attend
	  • After the ribbon cutting ceremony, the ribbon will be repurposed for an onsite craft – making bookmarks with the ribbon.
	  • Light refreshments will be served.
	  • Volunteer opportunities are still available.
	  • Barbara will look for KCL's old picture scrapbooks. If found, Gayle volunteered to go through the scrapbooks and identify former board members, volunteers, etc.

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Friends of Keizer Library (FoL) Update – Gayle	• Gayle recapped the June 14 FoL Annual Meeting:
	  • Gayle thanked Barbara for speaking at their meeting.
	  • The Steering Committee was dissolved.
	  • Officers were elected and four new board members were added: Libby Seil, Jayne Downing, Laura Reid and Carolyn Holman.
	  • The MOU between KCL and FoL was officially approved and will be reviewed annually.
	  • Gayle distributed copies of the FoL Roster, a list of the Standing Committees and the Roles of KCL Committees. Gayle will advise the Board when new committees are developed. (A copy of the Standing Committees and Roles of KCL Committees are attached.)
	  • Each committee will be developing annual action plans: who, what, where, when and how to accomplish their goals. These will be shared with the Board when complete.
	  • 2026 Library Champion Awards were presented to Kiara Ramsey (Children's Program Champion), Barbara Miner (McGyver Champion) and BJ Toewe (Library Champion).

Board Member Expectations – Cindy/BJ	• Based on the input received at the last board meeting: Cindy made the following changes:
	  • The fourth paragraph was revised to read: "Board members are asked to attend at least 75 percent of board ~~meetings~~ and committee meetings."
	  • In the fifth paragraph, the personal financial contribution clause: The words "in kind donation" were added.
	  • The sentence "Board members understand they are subject to background checks to ensure the safety of library patrons" was added as the eighth paragraph.
	  • It was noted that several board members have received input from grants expert(s) that the wording in the fifth paragraph is not as effective as stating a financial contribution from each board member (which could be as minimal as $5 or $10) is required. It may be interpreted as "if your own board doesn't care enough to contribute personally …"
	  • Motion made, seconded and approved by a majority of the board members present, with two abstentions, to approve the Board Member Expectations document as presented.

Human Resources Policies – Cindy	• The Human Resources Policies will be corrected to change "Board of Trustees" to "Board of Directors" throughout the document. • Motion made, seconded and approved unanimously to require the Operations Committee to review the Human Resources Policies document as presented and return it to the full Board no later than the September board meeting for review and approval.

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Patron Code of Conduct Policy – Cindy/Barbara	• Motion made, seconded and unanimously agreed to approve the Patron Code of Conduct Policy document as presented
Library Theft Incident Update - Cindy	• A theft occurred in the Library during last month's board meeting. A patron who was previously trespassed entered the Library through the left side emergency door, broke the glass on the little donation box and took the money within. A police report was filed the next day. • She has been found, incarcerated and charged. • The exterior doors will now be locked after the board meetings begin.
Chamber of Commerce Membership – BJ	• BJ recommended that KCL rejoin the Chamber at an annual cost of $330, the lowest of three available levels. • Are any of the volunteers interested in attending any of the "greeter's events"? • Motion made, seconded and unanimously agreed to approve KCL rejoining the Keizer Chamber of Commerce and purchasing an Annual Membership at a cost of $330/year as of July 1, 2026.

Treasurer's Report – Betty	• 2026 Budget
	  • The MAPS Grant has not yet been received but we anticipate receipt in July.
	  • The Ready to Read Grant (approx $7,000 in public funds) is reflected.
	  • The "FOL" notation indicates those expenses FoL agreed to absorb.
	  • Contract Pay Manager and Bilingual Outreach increases (approved by the Operations and Executive Committees) are reflected.
	  • "From reserves" represents the difference between the anticipated amount we might raise through Friends, etc. and the anticipated expenses.
	  • BJ will reach out to Mike Lawrey to inquire if he would reinstate the $50/month donation to support the free black and white printing we offer our patrons. Note: Effective July 1, we will need to track the statistics more carefully. Betty will add a line "subsidized printing costs" at a rate of $50/month to capture this revenue. BJ will work with Emily to follow up monthly with an invoice which meets Mr. Lawrey's requirements.
	  • Bookkeeping Services have been added at a cost of $3,000, and will be reviewed in the last quarter of CY2026.
	  • Motion made, seconded and unanimously agreed to approve the 2026-27 Budget as amended.
	• May Financial Statement: Motion to accept the May Financial Statement as presented. The July report will show expenses through June, i.e., through the end of the fiscal year.
	• Betty will prepare a Statement of Financial Position for the July board meeting.

Election of Officers	• Current Slate:
	  • Barbara Miner, President
	  • Cindy Hunt, Vice President

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	● Betty Hart, Treasurer ● Gina Pye, Secretary ● Nominations from the floor: None ● Motion made, seconded and unanimously approved to elect the following officers effective July 1, 2026 through June 30, 2027: Barbara Miner, President; Cindy Hunt, Vice President; Betty Hart, Treasurer and Gina Pye, Secretary.
Acceptance of Committee Reports	● The Bilingual Outreach, Children's, Collections, Executive, Library Operations, and Operations Committee Meeting Minutes/Report(s) were reviewed and discussed. A correction to the Executive Committee minutes to accurately reflect the correct Library Manager pay increase will be made. ● Motion was made, seconded and unanimously approved to accept the reports as submitted with corrections to the Executive Committee Meeting Minutes as noted.
Upcoming Events	● Summer Reading Program: June 8 to August 29, 2026 ● Public Domain Book Club: June 24 at 6:30 pm in the Library ● Flower Printing: July 1 at 11:00am on the Library Patio ● Public Library Celebration: July 7 at 3:30pm on the Library Patio ● Juggling/Comedy/Magic: July 8 at 11:00am at City Hall ● Princess Storytime & Craft: July 15 at 11:00am on the Library Patio ● Reptile Man: July 22 at 11:00am at City Hall ● Painting Pots & Planting Seedlings: July 29 at 11:00am on the Library Patio ● Music Concert: August 5 at 11:00am at City Hall ● Bee Amazed: August 12 at 11:00am on the Library Patio ● Juggling & Comedy: August 19 at 11:00am at City Hall ● End of the Summer Program Party: August 16 at 11:00am on the Library Patio
New Business	● Patron confidentiality was discussed and it was agreed that any materials with patron personal/contact information will be kept behind the desk – out of sight from the general public. Note: Except when provided to parents signing up their children. ● Emily will ask the Volunteers to keep the Summer Reading Program signups clipboard behind the desk – not on the table or in front of the desk.
Next Board Meeting	Thursday, July 23, 6:30pm
Adjourned	8:21pm

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