Keizer Community Library
Board of Director Meeting Minutes
September 24, 2026, 6:30 p.m.
Art Classroom, Keizer Cultural Building

Board Officers	Board Members	Guests	Excused Absences
Betty Hart, Treasurer	Paula Guiles	Gayle Bachik,	Carlie Dossman
Cindy Hunt, Vice President	Susan Jacobo	Friends of Keizer Library	Paulette Helsey
Barbara Miner, President	Oca Patriarca	Kris Adams	Kiara Ramsey
Gina Pye, Secretary	Michele Schwartz		
BJ Toewe, Library Director			

Motions

(Each Seconded and Passed Unanimously, unless otherwise noted)

- Motion to approve August 2026 Board of Directors Meeting Minutes as presented, with the following correction(s):
  - Add Michele Schwartz as an attendee.
  - Agenda Topic Library Director Update/CCRLS Status Update:
    - Second bullet was corrected to read: “BJ hopes that in the fall, the Directors will vote on whether or not they want KCL to join CCRLS and their recommendation will be sent to the Advisory Board.”
    - Third bullet was corrected to read: “The earliest that the Advisory Board would likely make their decision would be at theiawr November meeting.”
  - Agenda Topic “Friends of the Library (FoL) Update: Presenter was corrected to read: “Rhonda Rich” not “Gayle”.
  - Agenda Topic “Mandatory Law Review”: Barbara Miner’s statement was captured correctly in the August 2026 Board Meeting Minutes and stated as if it was true. This was not accurate. Therefore, a footnote will be added to the Board August 27, 2026, Meeting Minutes to say this statement was verbally corrected in the September meeting to reiterate the law and correctly reflect the ORS statute, which is: The ORS preempts the City of Keizer Resolution.
- Motion to accept the Bilingual Outreach, Children’s, Collections, Executive, Finance, Library Operations, and Operations Committee Meeting Minutes/Report(s) as submitted.
- Motion made, seconded and approved unanimously to accept the Conflict of Interest Statement with an added signature line at the bottom of the page.
- Motion made, seconded and unanimously agreed to change Michele Schwartz’ board term to four years effective August 27, 2026.
- Motion to accept the Bylaw changes as presented made, seconded and unanimously approved with BJ making the approved changes to the Bylaws online.

Call to Order	6:03 pm
August 2026 Board Meeting Minutes Approval	Motion made, seconded and unanimously approval of the August 2026 Board of Directors Meeting Minutes as presented with the following correction(s): ● Add Michele Schwartz as an attendee.

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Announcement – Barbara	Maurice's at Keizer Stations will be conducting a book drive and will donate the collected books to KCL.
Introduction of Guest(s) – Barbara	• Gayle Bachik, Friends of Keizer Library • Kris Adams, member of the public
Public Comment	Kris Adams, member of the public, expressed desire for a larger building
City Council Liaison Update – Shaney	Not present
Friends of the Library (FoL) Update – Gayle	• KCL Wishlist: Last quarter FOL provided funding for two children's programs in August, three performers at the Hispanic Heritage Celebration and paid for the patron and circulation software subscription. • Although the Friends had plans to begin their general membership drive in September, that is on hold until the website is live. • The KCL/FoL MOU was signed in June 2026 which means it is time for the first quarterly review. A mutually convenient date will be scheduled for Executive Committee representatives from both organizations to meet and discuss. • FoL is discussing supporting KCL's Adult Programming.
Rotary Grant Update - Cindy	• Cindy has prepared the application requesting $4,000 to purchase approximately 200 books in three areas: Early Readers, Jr. Non-Fiction and Adult Non-Fiction. At least 200 of KCL's children's non-fiction books were published before 2000 and the oldest science book was published years prior to that. Adult non-fiction books will concentrate on physical and mental health. Betty will submit and act as KCL's sponsor at the Rotary meeting. • Michele circulated a flyer from the Salem Rotary Literacy Committee which offers an early literacy grant. Cindy will apply for $2,500 and use these funds to purchase additional Adult Non-Fiction materials.

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Other Business – Possible Adult Reading Program	Maribel has expressed an interest in starting an Adult Reading Program. The FoL may be able to purchase adequate quantities of Spanish language books for this program if the need arises.

Treasurer's Report – Betty	• YTD Spends Against Budget - Financial Statement
	  • Betty added commentary to the report as presented in the agenda packet.
	• Reimbursement Request Form – distributed at the Board Meeting:
	  • Betty explained how to utilize the form to obtain reimbursement for any expenses. Gayle volunteered to revise the form to allow more than one vendor.
	  • Submitted receipts can be original or photocopy.
	• Finance Committee Minutes – distributed at the Board Meeting:
	  • Finance policies and procedures will be reviewed at their next meeting. Any updates will be provided at the October board meeting.
	  • Karin Holton will submit an Oregon Community Foundation (OCF) Grant Application to fund Maribel's program.
	  • Individual Board member deductible contributions are recommended before the end of the calendar year at a level comfortable for each member. Donations via checks can be left in Betty's box in the office or submitted via the KCL website. Note: Online donations deduct a service fee.

Book Sale – Gayle for Libby	• Gayle circulated a volunteer signup sheet for the upcoming Book Sale (Set up: Oct 8 / Sale Oct 9 and 10). Volunteers are needed at 9:00 on opening day, October 9, and at the end for tear down and clean up. • Paula mentioned there is no school on Friday, October 9th. The Children's Committee has booked a magician to perform at 11:00 on the 9th. FoL will give any attending child a special ticket which entitles them to a free book. • Betty requested that Board Members share the Book Sale information on their own social media.
Acceptance of Committee Reports	Motion was made, seconded and unanimously approved to accept the Bilingual Outreach, Children's, Collections, Executive, Finance, Library Operations, and Operations Committee Meeting Minutes/Report(s) as submitted. • Susan distributed a summary sheet highlighting the September 18, 2026, Hispanic Heritage Celebration. This year there were 200 attendees, which was more than double last year's 90 attendees. The 75 volunteer hours reflect those volunteers only on the date of the event; there were many more involved. The actual cost was $1,368 but $1,000 was funded by the FoL and the Heritage Grove Federal Credit Union. • It was suggested that future event flyers be provided in advance to the FoL to assist with marketing.
IT Report – Oca	• Security of Systems:

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	● Oca reminded everyone to enable Muti Factor Authentication (MFA) on his/her respective Google account. KCL currently has 39 email accounts: 28 are missing MFA implementation. Anyone who uses their keizerlibrary.org email needs to enable MFA before KCL's deadline of September 30th. Google's deadline is October 20. If KCL does not reinforce all our Google services (email, Google drive, calendar, etc.), that account can serve as an entryway to hackers. ● Oca is trying to fix a problem with the donate button which. ● Most of KCL's website traffic is accessed via mobile devices. Oca is working on trimming down each page so the mobile experience reflects the desktop experience. ● Oca will move KCL's physical address to a more prominent location. ● Information on the Librista website differs from KCL website. For example, Summer Reading Program sign up is still on Librista.
Summer Children's Programs Summary – BJ for Kiara	● This year's Summer Program had the largest number of registrants ever with good attendance for both crafts and performers. ● The Adult Summer Reading Program was very active! ● Kiara has all necessary materials for future adult programs and has asked the FoL to assist.
Conflict of Interest (COI) Statements for Board Members – Michele	● Referring to the document in the board packet, Board Members were reminded that this document must be signed annually. ● Individual paper COI statements will be provided at the October board meeting. And a group signature page will be provided at annual November meeting. ● Michele will provide either a Google or Adobe form suitable for individual online signature and submission. ● Motion made, seconded and approved unanimously to accept the Conflict of Interest Statement with an added signature line at the bottom of the page.
Bylaw Changes - BJ	● Referring to Articles 3.1., 3.9 and 6.3 of KCL's Bylaws BJ led a discussion on the following Bylaw changes: ● ORS revised statutes have very specific public library statutes which KCL must comply with as of July 1, 2026 when we became a public library. One of the statutes mandates four-year terms for Board Members. As a result, Michele Schwartz' board term, effective August 27, 2026, will be for four years, not three years as stated at last month's board meeting. ● Motion made, seconded and unanimously agreed to change Michele Schwartz' board term to four years effective August 27, 2026. ● Officers will revert to being elected in the fall of the year, beginning their term January 1 of the following year. All board member terms will become four-year terms upon termination of his/her current term.

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	• Any board member is permitted to serve two consecutive terms, take one year off and then return for two additional four-year terms. • KCL's Annual Board Meeting will occur in the fall of each year. • Motion to accept the Bylaw changes as presented made, seconded and unanimously approved with BJ making the approved changes to the Bylaws online.
Other Business	None
Upcoming Events	• **Special Joint FoL & KCL Board Meeting (Discussion with Jayne Downing about Grants for a Physical Building):** Tuesday, September 29 at 6:00 pm at the Firehouse • **Children's Committee Meeting**: Monday, October 5, 4:30pm • **Operations Committee Meeting**: Wednesday, October 14 at 3:00pm • **Executive Committee Meeting**: Wednesday, October 14 at 4:00pm • **Board of Directors Meeting**: Thursday, October 22 at 6:00 pm • **Magic Show:** Friday, October 9 at 11 am in the Event Center • **Book Sale:** Set Up October 8 at 12 noon; October 9 9:00A-5:00P; October 10 9:00A-4:00P
Next Board Meeting	Thursday, October 22, 6 pm
Adjourned	7:40 pm

Keizer Community Library
980 Chemawa Road NE

Keizer, OR 97303

REIMBURSEMENT REQUEST for Purchases under $300

PURCHASED BY: _____ **VENDOR:** _____

PURCHASER ADDRESS: _____

Instructions: List each purchase made on behalf of the Library and attach receipts for all purchases. If a purchase includes more than one account to be charged, break out and list the totals for each account on separate lines. If room to attach receipt to the front of this sheet, please do so.

Amount Paid	Budget Item to be charged example: Printing, Library Supplies, Children's Program, Collections	Details of Purchase	Receipt Attached	Date Purchased

Purchaser's Signature: _____ Library Manager Signature (needed for non-Board members) _____

Finance Review: _____

Paid Date: _____ Check#: _____ Location: Business office/bookkeeping/invoices

KCL Finance Committee Meeting Minutes
DATE: September 21, 2026
Submitted by: Carlie

ATTENDEES: Betty Hart, Paula Guiles , Michele Schwartz, Carlie Dossman
Absent (excused): Barbara Miner

Decisions Made:

- Reimbursement request forms will be available both in the office and online and are to be submitted to Betty alongside purchase receipts; updates made to the form.

Action Items: Finance committee members are to review the current Finance Policy and provide feedback for updates at the October committee meeting.

Minutes from August meeting: approved without changes made.

Fundraising:

- Reminders that Board member donations should occur before the end of this fiscal year, 6/30/2027. There is an incentive to donate sooner rather than later as it can be included in 2026 taxes if donations occur prior to 12/31/26.
- Donations are able to be made on KCL website.
- Cindy is putting together a grant application for the Keizer Rotary Foundation, which recently donated $5,000 each to two local elementary schools. Goal is for this grant to purchase children's and middle school aged books.
- Grant writer is putting together a grant application to the Oregon Community Foundation (OCF) for funding for hispanic outreach, which would support Maribel's program

Sept 10

KCL Bilingual Outreach

2026 Hispanic Heritage Celebration

75
volunteer hours

16
volunteers

~200
community members in attendance

$368
total cost of event after donations

$1,000
donated by Friends of the Library & Heritage Grove Federal Credit Union

Event planning committee: Maribel Monroy, Mayra Rosales, and Susan Jacobo