

1. **Call to Order - Tyler Crook, Chair**
  - A. **Confirm this meeting is being recorded and will be made available on the Library YouTube channel.**
  - B. **Attendance: When called on by the Chair, please state “here” for the record:**
    - a. Tyler Crook, Chair - Present
    - = b. Jennifer Eckels, Co-Chair – Present
    - c. Kepola Napoleon - Present
    - d. Emily Sims - Present
    - e. Katherine “Kat” Ljungvist - Absent
    - f. Cris Darr – Present
    - g. Robyn Onstot, Willamina School District - Present
    - h. Councilor Vickie Hernandez, City Council Liaison - Absent
    - i. Sarah Frost, Library Director - Present
    - j. Richard Guscott, Library Clerk – Present
    - k. Amelie Fulmer, Library Intern
    - l. Tracy Dillon, former Board member
  - C. **Additions, Questions, or Changes to the Agenda**
  - D. **Approval of Meeting Minutes**
    - a. **May 21, 2024**

A formal motion to approve minutes of a previously held meeting is usually not necessary; approval can be handled by unanimous consent. The Chair should ask: “Are there any corrections to the minutes?” After all corrections have been offered, the Chair then asks: “Are there any further corrections?” If none are offered, then the Chair states: “There being no further corrections, the minutes stand approved as read [or as corrected].”

**Passed!**
2. **Presentation: Teen Internships Summer 2024 – Introduced Amelie Fulmer, one of our four teen interns. She’s been granted this internship thanks to the State Library of Oregon Teen Internship Grant. She is 220 hours. The other teens make up an additional 600 hours with a grant from the Willamina School District. The Interns started last week and will work together to make a Connected Learning Project. They are going to collaborate on a library program that benefits the community. They will create either a program or improve services in the library for the community. (Or both!)**

Eleanor is a graduate of Sheridan High, Studying Horticulture;  
Amelie is a graduate of Sheridan AllPrep Academy will study Ecological Biology Eastern Oregon University; Amanda is a graduate of WHS School; Rhyne is a graduate of WHS.

**Presentation: Tracy Dillon appreciation – Sarah and the board commissioned a plaque for Tracy. We are so incredibly grateful for the work you have done, Tracy, seven years ago you came out of nowhere. We have grown and Sarah has grown as a leader under your guidance. Thank you for your knowledge, guidance, and ethics. Tracy, thank you for your extraordinary years of service and your years of**

dedication and service to the library. Tyler adds that everything we are building is built off the foundation he helped create. We are incredibly grateful. Kepola misses Tracy's constant quotes, references to books and movies. They always brought a laugh to everyone. Tracy is a lifetime friend and LoL wouldn't be where it is if it wasn't for him. Tracy is going to continue to help with grants before he retires, we are so grateful for everything he continues to do!

**3. Reports:**

**Library Director Report – Sarah Frost presented the May 2024 monthly report. School let out the beginning of June. In May we had the MNCH Native Innovation museum exhibit which had 347 engagements by patrons. David Lewis, author visit, Tribal Histories of the Willamette Valley kicked off the month. Our first Free Comic Book Day was held the first Saturday with 112 patron visits plus the comic workshops. School field trips were held for 187 Kinders, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students from Willamina Elementary School. 50 youth already signed up for Summer Reading. First summer programs already happening including Summer Splash Series and Chinuk-Wawa Storytime. Working with the Interns for the summer.**

**No update for the Building Compliance until the Fall.**

**Library budget has been approved by City Council.**

**Library Board Member Reports**

- a. Tyler Crook – Chair – Nothing to report!**
- b. Kepola Napoleon – LOL – Unfortunately Kepola was sick for the last board meeting. Dolly Parton Hoot Night is this Saturday, June 22<sup>nd</sup> at the Wildwood Hotel. Stop by as Marian will have raffle prizes every half hour! Food, company and good music! BottleDrop: we currently have \$125.81 in the account. Getting the word out during Earth Week could be very effective for fundraising! Next LoL is July 9<sup>th</sup>, our next Fundraising Meeting is July 14<sup>th</sup>. We are still accepting car donations. After-sales profits come to us.**
- c. Robyn Onstot - WSD Liaison – Summer Vacation for the school. Summer School started 6/17. The library will be open at the school. She's doing a lot of weeding and getting the shelves looking nice.**
- d. Other: none**

**4. Continued Business:**

- A. Photography and Video Recording Policy review/edits – Documents Sarah sent out have the attorney's notes on them. She had a lot of feedback and will continue to work on it throughout the summer. The attorney is looking at the policies through a legal lens. Sessions that Sarah attended during the OLA conference made aware that it's important to have policies that our patrons can digest and understand. Sarah needs board member feedback on the attorney feedback. Sarah requests direction. Tyler hasn't had time to go over the notes. Kepola looked through them, but she didn't bring her sticky note. Sarah asks if we would like time to workshop it as a team. Lots of feedback to digest as we move forward with taking into consideration what is reasonable. Patron confidentiality is vital. Work Session for October. Adding it to the day of the October Library Board meeting, October 15 at 5pm.**
- B. Security Camera Policy review/edits – will also review at the October Work Session.**

5. **New Business:**
  - A. **Board Term vacancies – recommended motion: I move to advertise for the 2 full term board positions that begin September 2024**  
Jennifer and Katherine were on a partial term. These upcoming vacancies would be for full term positions starting in 2024. These positions will require full recruitment. Motion to recruit for the positions: Kepola Napoleon Seconded: Cris Darr Passes Unanimously passes
  - B. **Board member selection process**  
Emily and Kepola will serve as the recruitment, interview and selection committee and work with Sarah through the process. Tyler will sub in if needed.
  - C. **2024-2025 Board Chair and Co-Chair roles**  
Cris Darr nominated Tyler Crook to remain as board chair and Kepola seconded. Unanimously approved. Tyler Crook nominated Kepola Napoleon as co-chair and Criss Darr seconded. Unanimously approved.
6. **Future Business / Placeholders (2024-2025 Board Year):**
  - A. **Computer Use / Internet Use / WIFI Use policy – Next to tackle after Fall work session.**
  - B. **Code of Conduct Policy – Heavy lift policy**
  - C. **Collection Development Policy – Tyler would like to continue to work on a draft.**
7. **Public Input:**

Please keep public input to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda.  
Rebecca Rice: Getting a feel for everything.
8. **Calendar:**
  - A. **Summer Reading Program June-August 2024**  
Sarah shared the one-shot TTRPG Dolly Parton adventure that Richard wrote for Free RPG Day and Dolly Parton Hoot Night.  
Sarah explained the Summer Reading punch cards and prizes drawings.

This meeting is available via Zoom:

<https://us02web.zoom.us/j/83318278575?pwd=elpQWVN3UE1VTC9jVWtVYnRrRDJxZz09>

Meeting ID: 833 1827 8575

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