

1. **Work Session – CALL TO ORDER** - Tyler Crook, Chair
  - A. Attendance: Tyler Crook, Kepola Napoleon, Rebecca Rice, Emily Sims, Richard Guscott, Sarah Frost
  - B. AGENDA:
    - A. Photography and Video Recording Policy review/edits
    - B. Security Camera Policy review/edits
2. **ADJOURN**  
5:50 PM

**BREAK**

1. **Regular Meeting – 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. Kepola Napoleon, Co-Chair - Present
    - c. Emily Sims - Present
    - d. Cris Darr – Excused Absence
    - e. Rebecca Rice – Present
    - f. Lainie Sowell – Excused Absence
    - g. Robyn Onstot, Willamina School District - Present
    - h. Mayor Vickie Hernandez, City Council Liaison - Present
    - i. Sarah Frost, Library Director - Present
    - j. Richard Guscott, Library Clerk - Present
  - C. Additions, Questions, or Changes to the Agenda – Robyn noted a correction to fix the month on the agenda from September to October.
  - D. Approval of Meeting Minutes – Approved as presented
    - a. September 17, 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].”)
2. **Presentation: None**
3. **Reports:**
  - A. Library Director Report - Sarah Frost (Public Meeting Webinar recap; Building Compliance; Statistics; staffing)
    - a. September Monthly numbers were quieter, but only due to us not being open Friday/Saturday that month. We have officially started our new hours.
    - b. Sarah attended the Bulldog Bash and handed out 40 flyers for the library. Lots of excitement about our new hours!

- c. Sarah tried to attend the public meeting law webinar. Sarah had to cover the front desk due to staff illness. Lots of information that even they admit we can't retain from one meeting. It's not mandatory but Sarah feels like it would be worthwhile for the board to take further training.
  - d. Sarah has a "punch list" of things to do around the library to get occupancy. Exit signs, window replacements, and electrical work will be done. We will be receiving assistance via the city from capital funds for the first part of this project. Once the list is completed, we will get an inspection done and find out what is up next.
  - e. Staffing – Richy and Karla were sick, and Sarah was absolutely slammed. Karla is going down in hours to part-time. The goal is to have the jobs posted within the next two weeks. We will also be applying for a grant-funded Early Literacy Coordinator. Amanda Anderson will be on-call during the weekends going forward.
  - f. Sarah has submitted the State Report this week, Sarah will have the data for you at the next meeting!
- B. Library Board Member Reports
- a. Tyler Crook – Chair
    - Tyler's two big take aways from the new law webinar: the way we vote will be done by name via a roll call and to avoid "accidental library board meetings." You can have an accidental quorum if you are discussing library business outside the library in a relaxed setting. So long as you don't have a quorum it's fine, but if it does happen you should file a complaint against yourself with the ethics commission. More information to come.
  - b. Kepola Napoleon – LOL
    - We are actively working on the Murder Mystery Fundraiser. January 25<sup>th</sup>, 2025 at 5PM. We are looking for donations for food, beverages and silent auction items. Emily and Kepola will be Game Masters, Rebecca is in charge of food and beverages. Tyler is going to reach out to his family for potential collaboration on food and silent auction items.
    - \$339.66 in the Bottle Drop, and it has been surprisingly far-reaching.
    - The Bike Racks will be going in soon, we are awaiting a combination of public works hours and cement.
    - The next LoL meeting will be November 12<sup>th</sup>.
    - Still one spot in the Original Givers!
  - c. Robyn Onstot - WSD Liaison
    - Celebrated Indigenous People's Day with a look at the new collection and had holiday themed crafts!

- d. Other: Please keep reports to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda
  - Tyler – Visioning Meeting – It was about imagining what Willamina could be. It was really neat to hear about what everyone would like to see added to the town.
4. Continued Business:
  - A. Photography and Video Recording Policy review/edits –
    - a. Tyler proposes further discussion and presentations at upcoming board meetings for the changes being made by the lawyers and the board's own policy group. Rebecca motions, Kepola seconds. The board votes unanimously to further discuss the changes proposed by both the attorneys and the board's work group at upcoming meetings.
  - B. Security Camera Policy review/edits
    - a. Tyler proposes to have Sarah add the changes the lawyers added to the policy. Kepola motions, Rebecca seconds. The board votes unanimously to pass the amendment to the policy.
5. New Business:
  - A. Collection Development Policy – Tyler has handed over the information and documents to Sarah. Tyler and Jennifer created an outline to help streamline the information and how it needs to be written. The goal was to simplify and clarify the language. Sarah will be going through documented feedback and will create a document over the next couple of months to present to the board in January or February.
6. Future Business / Placeholders (2024-2025 Board Year):
  - A. Computer Use / Internet Use / WIFI Use policy – TBA 2025
  - B. Code of Conduct Policy – TBA 2025
7. Public Input:

Please keep public input to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda.
8. Calendar:
  - A. Sarah: vacation October 20-25
  - B. Library Board meeting: November 19, 6:00 PM
  - C. Library Closure – Thanksgiving break: November 28-30
  - D. Library Board meeting: December – RECESS
  - E. Library Closure – Winter break: December 24-January 2

This meeting is available via Zoom:

<https://us02web.zoom.us/j/84610667592?pwd=q2C9ytmxabJF0D8Jl96fDU7EQBt3PL.1>

Meeting ID: 846 1066 7592

Passcode: 143780

NAME	Appointment	Current Term Start	Term End	Current Term
Cris Darr	Partial 2024	September 2021	September 2025	partial

**Willamina Library Board**  
**October 15<sup>th</sup>, 2024**  
**Minutes Prepared by Richard Guscott**

Tyler Crook	Full 2021	September 2021	September 2025	1st
Kepola Napoleon	Partial 2019	September 2021	September 2025	1st
Emily Sims	Full 2021	September 2021	September 2025	1st
Willamina School District	Partial 2021	September 2022	September 2026	Ongoing
Rebecca Rice	Full 2024	September 2024	September 2028	1 <sup>st</sup>
Lainie Sowell	Full 2024	September 2024	September 2028	1 <sup>st</sup>