

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 - Present
 - e. Rebecca Rice - Present
 - f. Lainie Sowell - Present
 - 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 - None
 - D. Approval of Meeting Minutes – Approved as presented
 - a. October 15, 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
 - a. October Monthly Reports were sent out this afternoon. Sarah recapped the annual statistics. The report covers the fiscal year of July 1 to June 30th. Due by October 31st. The report is rather large and Sarah has shared the highlights (particularly the things that impact us the most). It is a public record, you just need to email Sarah for the full report or look at the state library website. The State Library of Oregon will review the data before publishing it. They also use the information submitted to ensure libraries meet the minimum standards to be considered a public library.
 - b. We’ve brought back Storytime (Timbervale), TTRPGS and board games on first Saturdays (Tantalus Troupe), and Minecraft Club.
 - c. Priority is hiring the new Library Clerk and the Early Literacy Coordinator.
 - d. Richard has been planning a Youth Murder Mystery, scheduled for December 21. He will offer an Improv class for the youth registered for the program.
 - e. We have egress lighting and exit signs installed, and Stuck Electric also ran additional lines to the server room to reduce the usage of surge protectors. They

also installed a surge protector at the box to help protect the building against power surges. The shatterproof windows will be installed this upcoming Monday.

- f. Karla has retired effective immediately and will not be working in library going forward.
- B. Library Board Member Reports
- a. Tyler Crook – Chair – The Library Board is awesome!
 - b. Kepola Napoleon – LOL – We just had a fundraising committee this last weekend. We have original giver swag bags available, please come pick them up! We are officially full of OGs. Bridget Meneley was our last number. The bike racks are officially installed, and we have bike locks to check out. Our blue bag drive is up and running, they are matching until December 3rd. They will also match green funds donated. \$439.18 in the Bottle Drop account. \$710 revenue, with a large focus on the pantry with donations. Marian has been stocking the pantries. \$19,000 in the account! Rebecca has created a bookmark review for readers. The needle felting event with the Fiber Enthusiasts will be December 7 and Rebecca has more information. Murder Mystery planning is going strong and communication is coming soon. Meeting again December 7th. Tickets are \$40 per person.
 - c. Robyn Onstot - WSD Liaison – The library at the school has been working on its non-fiction section. The kids love having their own little sections to organize and look through. The school wasn't able to have a Scholastic book fair in September, so it will be December 9th-13th during school hours, 8:30-3:30.
 - d. Other: Please keep reports to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda. - None
 - e. Mayor Vickie Hernandez - Ginger Bread Themed Parade on December 7.
4. Continued Business:
- A. Photography and Video Recording Policy – We will be voting on the policies tonight. If approved they will go in front of city in December. Motion to approve the policy: Kepola; Seconded: Cris Vote: Passes Unanimously
 - B. Security Camera Policy – Some changes were added in addition to the lawyer notes. Motion to approve the policy: Kepola; Seconded: Rebecca Votes: Passes Unanimously
 - C. Collection Development Policy – Update still in progress.
5. New Business:
- A. Tyler – Everyone here is volunteering at the library and needs to submit hours. Pam created an online google form which is hard to use, and Tyler is struggling with reminders. Richy will be adding the Library Board volunteer times when he edits and writes the minutes post library board meeting.
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.

Mayor Hernandez shared the Public Meeting Law Webinar on January 3rd, 2025. 1-3:30PM, register via website that is linked in the email, maybe. They will be launching a self-paced curriculum. Sarah made note that you must log in with credentials to get the certificate if you take a webinar. Though this training isn't necessary for this board, Sarah and Tyler recommend the board take the training as there is relevant information. It is a lot of information and both Sarah and Tyler would be more comfortable with taking it again before attempting to review it with the board at a scheduled meeting.

8. Calendar:

- A. Library Closure – Thanksgiving break: November 28-30th. No school all week.
- B. December 14th – We will be closed to conduct interviews.
- C. December 19th – Virtual Field Trip with Willamina Elementary School
- D. Library Board meeting: December – RECESS
- E. Winter Celebration Youth Murder Mystery Program – Saturday, December 21 (library closed for program)
- F. Library Closure – Winter break: December 24-January 1
- G. Library Board meeting: January 21

This meeting is available via Zoom:

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

Meeting ID: 846 1066 7592

Passcode: 143780

Willamina Library Board
Minutes November 19, 2024
Minutes recorded by Richard Guscott

NAME	Appointment	Current Term Start	Term End	Current Term
Cris Darr	Partial 2024	September 2021	September 2025	partial
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 st
Lainie Sowell	Full 2024	September 2024	September 2028	1 st