

1. **Regular Meeting** – Call to Order – Tyler Crook, Chair, 6:00 PM
  - 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 – Addition to new business: 1) fines and fees, 2) Confidentiality Policy,
  - D. Approval of Meeting Minutes – Minutes stand approved as is
    - a. November 19th, 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  
(Monthly Report included, staffing, budget planning, CCRLS updates, Yearly Program Calendar, Grant updates)
    - a. Included Monthly Reports in the Packet (November and December)  
Highlights included:  
New Minecraft Server – SMP and Creative; we hired Bethany Herzerg, offered Amanda Anderson a permanent position from on-call; Richard will be full time (40 hours); Aliko Albanis has accepted the Early Literacy Program Coordinator grant-funded position. In March we will be open Monday through Saturday. Next month we will cover the budget request at the library board meeting.  
The youth Murder Mystery was a huge success. We had 9 classes participate in a virtual Elementary School field trip to the library in December.
    - b. No updates from the CCRLS council. Sarah is the Small Libraries representative on CCRLS Council. It is also CCRLS budget time.

- c. Working on a large yearly calendar, up and live before the end of summer.
- d. Sarah applied for a Carnegie Grant. We are going to start pursuing a makerspace grant.
- e. Our occupancy is official! We passed our final inspection with flying colors.

**B. Library Board Member Reports**

- a. Tyler Crook – Chair – starting to plan and reach out to collaborators for Free Comic Book Day.
- b. Kepola Napoleon – LOL – Full steam ahead for the Murder Mystery Event. 32 of the 40 available tickets sold and the decision was made to close ticket sales at the 32. People have shown lots of excitement for the upcoming event. Attendees have been trickling in to get their character sheets. We had folks who had never even been into the library purchase tickets! The library is becoming well known. We got a YCCC grant that Marian applied for! \$2000 toward workshops! Tyler drew an adorable library mascot, and his name (by popular demand) is going to be Lil' Barry/Berry!
- c. Robyn Onstot - WSD Liaison – Nothing to report! We are working on our next phase of programming!
- d. Other: Please keep reports to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda  
(Would any other board members like to be added to the monthly regular meeting agenda to report on other organization/committee meetings they are a part of?)

**4. Continued Business:**

- A. Photography and Video Recording Policy – City Council passed at the December City Council meeting.
- B. Security Camera Policy – City Council passed at the December City Council meeting.
- C. Collection Development Policy – We will continue to work on this policy now that the other two have been passed city council.

**5. New Business:**

- A. Fines and Fees – Packet included our latest Fines and Fees from 2022, it doesn't include our library's unique items (board games, video games, telescopes, science kits). We have included "library of things" for fines and fees. If unique books are at libraries outside the consortium (interlibrary loans), Sarah can get request them for free. Otherwise, Sarah is asking to have it amended (a motion to second and a vote would be required) to request postage be paid for by the patron. So long as a library is registered to ILL it can be shipped to our library. It is a time-consuming job both at the front end and back end so they can be checked out via the patron's library card. Tyler Crook calls for a vote, Kepola Napoleon motions, Lainie Sowell second; All votes were in favor.
- B. Patron Confidentiality – Sarah requests that the library board members read and sign the CCRLS Patron Confidentiality form and return it at the February board meeting. Employees and volunteers are the gatekeepers of patron privacy in the library. It will also be sent out via email.

6. Future Business / Placeholders (2024-2025 Board Year):
  - A. Computer Use / Internet Use / WIFI Use policy -no update
  - B. Code of Conduct Policy -no update
  
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. Library Closure – January 24 for staff training day
  - B. LOL Murder Mystery: The Auction: January 25
  - C. Library Board meeting: February 18

This meeting is available via Zoom:

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

Meeting ID: 846 1066 7592

Passcode: 143780f

| 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 <sup>st</sup> |
| Lainie Sowell             | Full 2024    | September 2024     | September 2028 | 1 <sup>st</sup> |

#### 2025 Library Scheduled Closures

|                       |                      |                               |
|-----------------------|----------------------|-------------------------------|
| Saturday January 18   | Monday, May 26       | Monday, October 13            |
| Monday January 20     | Friday, July 4       | Thursday, November 27         |
| Friday January 24     | Saturday, July 5     | Friday, November 28           |
| Saturday, February 15 | Saturday, August 30  | December 24 through January 1 |
| Monday, February 17   | Monday, September 1  |                               |
| Saturday, May 24      | Saturday, October 11 |                               |