

1. Call to Order – Chair Tyler Crook, called meeting to order at 6:03PM
 - A. Confirm this meeting is being recorded.
 - B. Attendance: When called on by Tyler Crook, Chair please state “here” for the record:
 - a. Tyler Crook, Chair - present
 - b. Jennifer Eckels, Co-Chair - present
 - c. Kepola Napoleon - absent
 - d. Tracy Dillon - present
 - e. Emily Sims - present
 - f. Katherine “Kat” Ljungqvist - absent
 - g. Robyn Onstot, Willamina School District - absent
 - h. Councilor Hernandez, City Council Liaison - present
 - i. Sarah Frost, Library Director - present
 - j. Krystal Stevens, Deputy City Recorder - present
 - k. Other/Guests:
City Manager Bridget Meneley - present
 - C. Additions/Questions or Changes to the Agenda
Chair Tyler Crook added an agenda item - to discuss book challenges and the Willamina Public Library’s Collection Development Policy.
 - D. Approval of Meeting Minutes/Notes
 - a. March 21, 2023
Corrections or Discussion:
Motion: Co-chair Jennifer Eckels motioned to approve.
Second: Emily Sims. Motion carried to approve the March 21, 2023 meeting minutes as presented.
2. Presentations: none
3. Reports:
 - A. Library Director Report – Sarah Frost
We have received a Polk County youth mini grant and we are using this grant this summer to pay for outdoor movie nights at the library. The choice of how to use the grant money was based on a survey done at the high school, the students’ most requested event was movies. First meeting of youth helping run the movie events is Saturday April 22. The grant will cover projector, speakers, popcorn machine, movies and supplies. It was meant to cover a screen as well but it turns out the City already has one.

Went over the net lending report with quarter three net lending for circulation. The modified schedules for February and March impacted our circulation. Also another report showing where we’re at with net lending compared to other libraries. As said before, it is impacted by a setting in the system which decides which library gets to pull a hold. May not be the fairest system.

Sarah handed around the Summer Reading Program draft newsletter. Vickie suggested bringing the City Council a copy of the Summer Reading Program newsletter.
 - B. Library Board Member Reports –
Fundraising committee – because Kepola Napoleon was absent from the meeting, Chair

Tyler Crook recapped the last fundraising meeting. He said they went over some fundraising ideas for setting up a patreon and a go-fund-me. A lot of it requires the 501c3 and they will be talking to Marion Lucas in May to help move forward with that. There was discussion about combining both the Library new facility group and fundraising group into one group to combine forces. The Library Board will need to vote on that. The Board will vote on it when Kepola is present at the next meeting.

4. Continued Business:

- A. New Library Facility- refer to above fundraising committee report.
- B. Homelessness Response & Prevention- Sarah Frost- update- will be shifting gears June 8 during the next meeting. We will do another community meeting that day instead of the small group. There will be community partners joining, Polk County Emergency, also partners from Sheridan and Confederated Tribes of Grand Ronde discussing ideas about pop-up shelters during cold weather events. Might meet at WVFD to make more space. Will also be available via Zoom.

5. New Business:

- A. Public Record Retention Process – As a City under new leadership, one of the processes we are trying to do better is public record retention. The Library Board is becoming more recognized as a City board, a public body. Other City committees have been provided with boxes for holding their records from their meetings. Anytime notes are taken at a meeting they become public records. Sarah requested that the Board members keep their notes and agendas during the year and turn them in at the end of the year. Starting in September everyone will be given folders for safe keeping their documents. Digital forms of them will also be accepted.
- B. 2022-2034 Budget (correction to 2024) Discussed the Library budget document that was handed out. Some is library specifically, current budget, and then proposed budget for next year which will be going to the Budget Committee in May. We've been given the go-ahead for another teen library assistant for the summer months. This will be financed by the City budget, which is different than last year because it was paid for by grants.

Total expenditures, staff is the bulk amount. Our amount from CCRLS is absolute and accounts for 8% of our total budget. Net lending and donations are assumed, but not for sure. If we don't get them then either the City will add more to compensate or we don't spend as much. Grants always add onto our expenditures because they have their own spending requirements.

6. Collection Development Policy- We are meeting the minimum of public library standards. We have had our closest incident yet at Canby high school where they have pulled 36 books off the shelves, for review. Also, Newberg and Mt. Angel have had challenges over the past few years. Newberg has successfully answered each challenge by referring back to their policy and processes. This shows that it's important to have a policy and process for the board on how to handle challenges.

Our policy was made in 2019, and we based it off of McMinnville's and catered it to our library. It was discussed that the Board should go through it with a fine-toothed comb coming up in September. It was decided to vote on this next month.

7. Public Input: None

8. Announcements/Calendar:

City Manager Bridget Meneley mentioned that there will be two Budget Committee meetings coming up and there are vacancies that need to be filled on the Committee.

Vickie Hernandez told the Board about the book club that meets on the first Monday of every month for an hour from 4:30-5:30PM. If anyone is interested then reach out to Sarah and they may take a break in the summer.

9. Questions/Feedback/Adjournment:

A. Adjourn: Motion-Jennifer Eckels motioned to adjourn. Second-Emily Sims Time-6:47PM