

Library Board Meeting Minutes March 14<sup>th</sup>, 2023  
Minutes taken by Deputy City Recorder Krystal Stevens

**1. Call to Order** – Tyler Crook, Chair at 6:10PM

- A. Confirmation that this meeting is being recorded.
- B. Attendance taken by Tyler Crook, Chair.

Present at Meeting:

Tyler Crook, Chair  
Jennifer Eckels, Co-Chair  
Kepola Napoleon  
Emily Sims  
Councilor Hernandez, City Council Liaison  
Sarah Frost, Library Director  
Krystal Stevens, Deputy City Recorder

Guests Not Limited To:

Bridget Meneley, City Manager  
Dave Buswell  
Will Nelson

Absent from Meeting:

Tracy Dillon  
Katherine “Kat” Ljungqvist  
Robyn Onstot, Willamina School District

- C. Additions/Questions or Changes to the Agenda: None
- D. Approval of February 21, 2023 Meeting Minutes/Notes-

**MOTION:** Kepola Napoleon made a motion to approve February 21, 2023 Meeting Minutes. Emily Sims seconded the motion. Motion carried with unanimous vote.

**2. Presentation** - Library Board Recognition of Dave Buswell and Will Nelson.

Library Director Sarah Frost thanked Dave and Will for being there. She said Dave started his term as a Library Board member before Sarah started her position as Library Director. She said Will has been at the library almost daily for about 6.5 years. They’ve both helped in so many ways, including lots of fundraisers and events and working to expand the space. The library has evolved and both of them have been essential to the growth and change of the library.

Chair Tyler Crook presented them each with a signed card and plaque honoring them for serving. Dave Buswell commented that all the energy and positive spirit has been because of Sarah.

Library Board Meeting Minutes March 14<sup>th</sup>, 2023  
Minutes taken by Deputy City Recorder Krystal Stevens

**3. Reports -**

A. Library Director Report – Sarah Frost -

Sarah said there isn't a lot to report. She is back from vacation and the library will be working on a modified schedule for a few more weeks. She expects that mid-April is when the library will be back to its normal schedule. She gave a thanks to Christine Talley and Krystal Stevens of City Hall for covering the library while she was away. She will start planning for the Summer Reading Program in April and is planning an event for outreach to the incoming kindergarteners for the next school year.

B. Library Board Member Reports -

Kepola Napoleon shared that the next fundraising meeting is April 16, 2023 at 2:00PM at the library. She said that Library Board Chair Tyler Crook and Marion Lucas are working together to get the fundraising committee's 501c3 reinstated. She also said that library volunteer Loree Havel wants to join the fundraising group and there are lots of people excited about the new building.

**4. Unfinished Business -**

A. New Library Facility -

Chair Tyler Crook said at the moment there is not a lot to report. The first step is to work on reinstating the 501c3.

B. Homelessness Response & Prevention –

Library director Sarah Frost said she had a meeting with "Backbone", a homeless alliance youth action board out of Salem. She is working with them and they're coming out to Willamina in April. She wants to target youth that are at risk due to experiencing homelessness or housing instability.

Chair Tyler Crook said he saw that the Yamhill County commissioners are not declaring a state of emergency regarding the homelessness situation. He asked if this will affect our ability to get funding. Sarah said it means we can't expect to get anything on the county level but we still need solutions in place due to the mandate. There is possibly funding at the state level.

Sarah said she has been facilitating conversations with Grand Ronde and Sheridan with what kind of emergency shelters they have in place. The next meeting is the first Thursday in April. So far in attendance there has been Emergency Management out of Grand Ronde, Sheridan Code Enforcement Officers, and pastors. The director of Polk County Shelter Response has been attending to help us get our plan in place to have emergency shelter options in the West Valley as a whole.

**5. New Business - None**

**6. Public Input-**

City Manager Bridget Meneley said there was a request about setting up city emails for Library Board members. She said the city has reached out and is trying to figure out what that will look like and they are working with their IT team to make that happen.

Library Board Meeting Minutes March 14<sup>th</sup>, 2023  
Minutes taken by Deputy City Recorder Krystal Stevens

**7. Announcements/Calendar -**

March 25<sup>th</sup>- Library Community Space Day - Library Director Sarah Frost said this has evolved into a library services day. There will be table top role playing games from 11-3, volunteer Jim Lash will be representing the VFW and veteran services for 2 hours, a volunteer will be helping with ancestry.com and genealogy, there will be a telescope clinic, a representative will be present from Job Corps to connect patrons with employment opportunities, and there will be a volunteer teaching about the use of a Cricket machine. These services will be offered from 12-2.

April 10- Library Facility Planning Meeting 6:00PM

April 11- City Council Regular Meeting 6:00PM

April 16- Library Fundraising Meeting 2:00PM

April 22- Library Community Space Day- Backbone will be at the library doing a Find Your Voice art program

**8. Questions/Feedback/Adjournment -**

**MOTION:** Kepola Napoleon made a motion to adjourn the Library Board meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

Meeting adjourned 6:36PM