

**Willamina Library Board Meeting Minutes. Minutes taken by Deputy City Recorder Krystal Stevens
September 19, 2023 6:00 PM**

1. Call to Order – Chair Tyler Crook called the meeting to order at 6:00 p.m.
 - A. Confirm this meeting is being recorded and will be made available on the Library YouTube channel
 - B. Attendance: When called on by Chair, please state “here” for the record:
 - a. Tyler Crook, Chair - present
 - b. Jennifer Eckels, Co-Chair - present
 - c. Kepola Napoleon - present
 - d. Tracy Dillon - present
 - e. Emily Sims - present
 - f. Katherine “Kat” Ljungvist - present
 - g. Robyn Onstot, Willamina School District - present
 - h. Councilor Vickie Hernandez, City Council Liaison - absent
 - i. Sarah Frost, Library Director - present
 - j. Krystal Stevens, Deputy City Recorder - present
 - C. Additions, Questions, or Changes to the Agenda
Chair Tyler Crook reminded everyone to use the online time card to record when they attend meetings. He will forward the link to the group.
 - D. Approval of Meeting Minutes
 - a. June 20, 2023
Motion: Tracy Dillon Second: Kepola Napoleon
Discussion: None
Vote: Motion carried with a unanimous vote.

2. Presentations: none

3. Reports:

A. Library Director Report - Sarah Frost

Summer Reading Program 2023 - It was the busiest summer of her seven summers she's been at the library, including double the number of programs from last year. The library held 57 programs with more than 1100 people in attendance and was well staffed with teens and some support from city hall. Heading out of summer, the library has not slowed down as in years past including many new families coming in from the summer.

West Valley Libraries, collaboration with Sheridan and CTGR - At the end of August Sarah met with library directors from Sheridan and the Confederated Tribes of Grand Ronde. They want to collaborate and use their varying services to offer more to the three communities and not each be doing things on their own. Sarah is writing the first Libraries of the West Valley Newsletter. She is excited about this collaboration.

Community Kitchen - There is a newly launched kitchen/pantry in the former staff kitchen/storage room of the library. She had identified a high need for feeding community members and youth. The library will be getting a fridge soon.

Library Youth Program Committee - A new Library Youth Program Committee has been started. This was formed because volunteers doing it before had busy schedules and were going back to work full time. So far they've had two meetings and connected with Audrey McClain in

Sheridan to offer enhancement enrichment programs for families.

Library Clerk position - The City has hired a new person which will be part time office clerk at city hall and part time library clerk. The position will have a dual payrate, and will be two part time positions to make full time hours and receive full time benefits. Sarah stipulated that she was involved in the interviews but she did not make the decision on who to hire. Two staff members from city hall chose the final person to hire and city hall is excited to get him started. They chose to hire Richard Guscott.

Sarah also reported that in June she submitted a letter of interest to the Oregon Community Foundation and they invited us to apply for a \$20,000 dollar grant for technology improvement in the Fall. This would be used to purchase Chromebooks, hotspots, and provide more services. We will hear back about it in November. Tracys Dillon's grant writing class has helped so much with getting grant opportunities.

B. Library Board Member Reports

a. Tyler Crook – Chair- nothing to report.

b. Kepola Napoleon - 501c3 Friends- a board has been established and they are writing a mission statement and bylaws. The next meeting is October 3, 2023 at 6:00 p.m. She expressed how grateful they are to Marian Lucas for her experience, knowledge, and being wonderful to work with.

Fundraising – Tried to recruit new members at National Night Out. They sold raffle tickets and made connections for the bake sale, art tour, and got a new volunteer for the library. The raffle basket made \$601 dollars. The next meeting is October 8, 2023 at 2:00 p.m.

c. Tracy Dillon - CCRLS Rural Ley Member -This is his last year being on the board. Doug Yancy has taken a permanent position. Tracy was on committee to pick a new Yamhill Rural Ley person and they are very pleased with the selection.

4. Continued Business:

A. Collection Development Policy Review – Chair Tyler Crook – There is a rough outline for the framework for what the policy will be which basically outlines how materials are acquired and discarded.

5. New Business:

A. Library Board Charter - Sarah Frost- the current charter has been sent to legal and there were no changes suggested other than formatting. The next step is to submit an Ordinance to City Council to make it official. The language will not be changed but it will be added to in order to make the new charter.

There was discussion from the board that it would be acceptable the way it is, with some language clean up and typos, since it already has been approved by the previous library board.

MOTION: Tracy Dillon moved to approve the charter. Kepola Napoleon seconded the motion. Motion carried with a unanimous vote.

B. October Meeting by Zoom Only option - Sarah Frost – she will be gone for three weeks in October. She doesn't want to miss the meeting, she is requesting all virtual meeting that month.

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MOTION: Kepola Napoleon moved to make October Library Board meeting Zoom only. Emily Sims seconded the motion. Motion carried with a unanimous vote.

- C. Library Code of Conduct - Sarah Frost - Photography policy could be incorporated into the code of conduct. Looked at what other libraries and cities are doing with codes of conduct. Some libraries adopt their city's codes of conduct. She has decided to work together with the City to create a city code of conduct that will include the library.

 - D. Library Photography Policy - Sarah Frost – presented a policy directly from another library. There was discussion about safety concerns with pictures of children placed in public view. Sarah said the library has best practices in place to not share photos. She has tried the lanyard system and receives permission before sharing pictures of children. The purpose of the photography policy is to protect patrons from other patrons. Chair Tyler Crook offered the suggestion to include the surveillance cameras in the policy.
6. Public Input: Richard Gusgott told the board that they are doing great.
7. Calendar:
- A. September 20-23 - ARLS Conference – Association of rural and small libraries, Sarah will be attending the conference virtually it is in Wichita, Kansas.
 - B. October 9 - Library Closed, Indigenous Peoples Day
 - C. October 10-27 - Sarah Frost, Vacation Time / Remote Work – While on vacation she will work a limited amount. Few meetings, library board, youth committee meeting, astronomy club meeting, libraries choosing summer performers.

October 21, 2023 is National Observe the Moon Night. 6 p.m. meeting at the library and watching the moon after. Will focus on light pollution and it's impact on seeing the moon and night sky from the library location.

Tracy Dillon moved to adjourn at 6:48 p.m.