

1. Call to Order - Tyler Crook, Chair
 - A. Confirm this meeting is being recorded and will be made available on the Library YouTube channel – Confirmed by Tyler and Sarah at the beginning of the meeting.
 - B. Attendance: When called on by Chair, please state “here” for the record:
 - a. Tyler Crook, Chair - present
 - b. Jennifer Eckels, Co-Chair - absent
 - c. Kepola Napoleon - present
 - d. Tracy Dillon - present
 - e. Emily Sims - absent
 - f. Katherine “Kat” Ljungvist - absent
 - g. Robyn Onstot, Willamina School District - absent
 - h. Councilor 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 – Motion Delayed to January Session
 - a. October 17, 2023
Motion: N/A Second: N/A
Discussion: After taking attendance Library Chair Tyler notes that there aren't enough members for a quorum. All present move to postpone approval of October minutes to January Session.
2. Presentations: none
3. Reports:
 - A. Library Director Report - Sarah Frost
-Grants:
OCF Grant - \$20,500 Internet & Technology Accessibility Improvement Project – AWARDED.
 - a. After writing the grant we learned that the new process is very generous. We are allowed to spend the money at our discretion on all our technology-related needs. Tyler enquired about the potential for electrical upkeep utilizing the grant and the short answer is no. Unfortunately, the building is too old and the most viable source for change is to continue to find or build a new library. Tracy indicated interest in putting students on researching and writing grants related to building upkeep and improvement.
 - b. Goal of the grant funds are to purchase new desktops for the computer lab, Chromebooks, and any necessary software/applications we will need to assist in patron needs.
 - c. The grant will also secure another year of funding for 5 new hotspots starting in 2024. We will need to look for more permanent funding options in 2025. We have maintained 8-10 hotspots in the past year. Rural patrons especially are affected

by the lack of these resources. The hotspots serve needs within the city's limits as well.

- B. John Henry Eldred Jr Foundation - \$2,500 Youth Material (books, audio/video) – AWARDED.
 - a. Focus on kids media (books, movies and board games)
- C. CLEL Mini Gaming Grant - \$500 – applied
 - a. Focus is on giving books, board games and food to families in need through a community action program we are developing called “Hobbits/Halflings Against Hunger.”
- D. Penguin Random House Grants for Small Libraries - \$1,000
 - a. Sarah will submit the grant application in December.
- E. West Valley Libraries Newsletter
 - a. Willamina Elementary School Virtual Visit (December 20)
 - b. Winter Celebration
 - c. MNCH: Native Innovation coming May 2024. We last had the Dinosaur and Fossil Museum and it was an incredibly engaging display. It was a popular exhibit and highlights an acute need in our community. The focus is on Native Innovation and we won't get further information until February. Programming guides, handouts, and more will arrive in April so we have time to prepare the exhibit for the following month.

Library Board Member Reports

- d. Tyler Crook – Chair Tyler has mercifully recovered and continues his work with Marian and others.
- e. Kepola Napoleon - 501c3 Friends were unable to meet as a group in-person last month but communication has been strong, including the decision to allow virtual/email voting. Marian filed the paperwork, bi-laws and the approved mission statement. Pam McGiveney is looking to transfer funds into an account to get everything set up for the non-profit. December 5th is the next scheduled meeting. The fundraising committee will meet again on January 14th. We had our bake, raffle and art sales as well. Kepola reported the following financial information:
 - \$205 Raffle
 - \$100 donation.
 - \$110 from artistic goods.
 - \$549.39 from the bake sale.
- f. Tracy Dillon - CCRLS Rural Ley Member The last meeting went over statistical reports for the macrocosm of CCRLS. Big issue is still delivery (hiring drivers and keeping trucks maintained) but they are working toward a more definitive resolution.
- g. Robyn Onstot - WSD Liaison - absent
- h. Other: none

4. Continued Business:
 - A. Collection Development Policy Review - Tyler Crook - Will continue where he left off with Jennifer in the coming weeks.
 - B. Library Photography Policy (placeholder for future discussion) - Sarah Frost - to be discussed after further research.
 - C. Library Charter Ordinance – Sarah Frost – It didn't pass at city hall due to size of agenda. Will be proposed at the December 12th meeting. Sarah is working on the staff report for city council. It covers what the library board changed on the charter, highlighting that it doesn't take away verbiage but modifies it.

5. New Business:

No new business.

6. Public Input:

No public input.

7. Calendar:
 - A. November 23 - Library Closed: Holiday
 - B. December 2 - Willamina Light Parade and Tree Lighting
 - C. December 19 - Library Board RECESS
 - D. December 25-January 1 - Library Closed
 - E. January 3-6 – Winter Celebration 4 days of activities. We are doing art programming on Wednesday, crafting on Thursday, Friday Teen VR, and Saturday will be all about gaming.
 - F. January 16 – Library Board meeting

Meeting adjourned at 6:26 PM

This meeting is available via Zoom:

<https://us02web.zoom.us/j/83318278575?pwd=elpQWVN3UE1VTC9jVWtVYnRrRDJxZz09>

Meeting ID: 833 1827 8575

Passcode: 856771