



CITY OF SWEET HOME LIBRARY BOARD MEETING MINUTES

April 09, 2026, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

Call to Order

The meeting was called to order at 4:30 PM.

Roll Call

PRESENT

Chair Eva Jurney
Vice Chair Kelsey Hicks
Board Member Jen Castaneda
Board Member Jim Corley
Board Member Caryn Wise

STAFF

Megan Dazey, Library Services Director
Cecily Hope Pretty, Deputy City Manager
Adam Leisinger, Special Projects Manager

Review & Approval of Minutes

- a) 2026-02-12 Library Board Meeting Minutes

Board Member Wise moved to approve the minutes of the February 12, 2026 Library Board meeting. Board Member Castaneda seconded the motion. The motion carried by the following vote:

AYE: Jurney, Hicks, Castaneda, Corley, Wise
NAY: None

Report of the Library Services Director

- a) Director's Report – March & April 2026

Director Dazey stated that the library received additional children's books from Senator Ron Wyden's office. She highlighted the availability and use of the Free Little Pantry and Seed Library. She stated that staff was finalizing the Summer Reading Program and anticipated releasing the schedule mid-May. She noted that the Teen Movie Night would now include tweens. She reviewed some new and renewed grants, including support for teen programs and a technology grant that would replace existing laptops and allow the purchase of new laptops and tablets that could be checked out by the public.

No action was required for this item.

Statistics

a) Statistics – March 2026

Director Dazey stated that e-books and e-audio use continued to increase.

No action was required for this item.

Fiscal Report

a) Library Proposed Budget FY26-27

Director Dazey reviewed the proposed budget and its approval process. Discussion ensued regarding various line items.

Board Member Corley moved to recommend the budget as proposed to the City Budget Committee. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Castaneda, Corley, Wise

NAY: None

Old Business

There was no old business to be heard.

New Business

a) Laptop Lending Policy – Draft

Director Dazey stated that a laptop lending policy was required by the technology grant. She reviewed the proposed policy.

Chair Journey asked of the proposed process for the City's IT consultant to review returned laptops for damage since they were not based in Sweet Home. Director Dazey replied that staff would note any potential damage and the consultant would inspect further during their weekly visits. Chair Journey expressed with concern with the City's ability to recoup costs for overdue or damaged laptops. She suggested requiring the borrower themselves to return the device and mandating that they wait until staff has examined the device. She expressed concern that a \$25 per day late return fine was not sufficient to deter late returns. Deputy City Manager Pretty noted that the fine would have to be adopted separately as part of the City's fee schedule and it may be better to leave an exact amount out of the policy, but that staff could take the Board's recommendation of the amount to City Council. There was consensus to recommend \$25 per day.

Director Dazey stated that she would bring the policy back to the Board for consideration with edits.

No action was required for this item.

b) SHPL April 2026 Newsletter

Director Dazey stated that the newsletter was included in the agenda packet. She noted that she wanted to highlight the Library Board members in the newsletter.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:10 PM.

Chair

ATTEST:

Library Services Director, Secretary to the Board

DRAFT