



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

November 14, 2024, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Call to Order

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

### PRESENT

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

### STAFF

Megan Dazey, Library Services Director  
Cecily Hope Pretty, Assistant City Manager Pro Tem

Vice Chair Journey welcomed new Board Member Jen Castaneda.

## Review & Approval of Minutes

- a) 2024-08-08 Library Board Meeting Minutes

Board Member Hicks moved to approve the minutes of the August 8, 2024 Library Board Meeting. Board Member Wise seconded the motion. The motion carried by the following vote:

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

## Report of the Library Services Director

- a) Report of the Library Director - November 2024

Director Dazey stated she was currently working with staff on a five-year strategic plan for 2025-2030 and would return with a draft at the next Board meeting. She noted that the State Library updated its packet for all kinds of library-related board members and requested that the Library Board review it. She stated that the library received a yearly endowment grant from the Oregon Library Association in the amount of \$1,000. She added that the library was selected to receive the door donations from the annual Singing Christmas Tree performance and requested volunteers to support donation efforts.

Board Member Castaneda asked if the timing of the five-year plan coincided with the library's five-year levy. Director Dazey confirmed that it did.

Director Dazey reviewed recent changes to collections. She stated that the library received a new water filling station. She highlighted the addition of a new table and bench outside the library. She described upcoming youth programming.

No action was required for this item.

## Statistics

- a) Library Statistics October 2024

Director Dazey noted increases in statistics in several categories.

Board Member Corley noted a decrease in volunteer hours over the previous year. Director Dazey stated that the Friends of the Library had less availability to volunteer compared to last year.

No action was required for this item.

### **Fiscal Report**

There was no fiscal report to be heard.

### **Old Business**

There was no old business to be heard.

### **New Business**

The State Library Report was reviewed at this time.

- a) State Library Statistical Report for 2023/2024

Director Dazey stated that an annual statistical report to the Library Board was required by law. She noted that the report covered July 2023 to June 2024.

No action was required for this item.

The Chair Election item was heard at this time.

- b) Chair Election

Board Member Wise moved to nominate Vice Chair Journey as Chair. Board Member Corley seconded the motion. The motion carried by the following vote:

AYE: Journey, Castaneda, Corley, Hicks, Wise

NAY: None

Assistant City Manager Pro Tem Pretty stated that the election left a vacancy for Vice Chair and requested a nomination.

Board Member Hicks moved to nominate herself as Vice Chair. Chair Journey seconded the motion. The motion carried by the following vote:

- c) Library Newsletter November 2024

Director Dazey highlighted the creation of a new library newsletter. She requested feedback and ideas for content.

Chair Journey asked of the intended audience. Director Dazey replied that there was not a target audience but rather it was for all of Sweet Home. Chair Journey asked where it was distributed. Director Dazey replied that it was posted at the library and the Chamber of Commerce, on Facebook, and it was available digitally if people signed up with their email address. Chair Journey requested that Director Dazey verify the reading level of the newsletter and ensure it was at a level appropriate to the community.

No action was required for this item.

### **Adjournment**

There being no further discussion, the meeting was adjourned at 5:02 PM.

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Chair

ATTEST:

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Library Services Director, Secretary to the Board