



# CITY OF SWEET HOME LIBRARY BOARD MINUTES

March 11, 2021, 4:30 PM  
Sweet Home City Hall, 3225 Main Street  
Sweet Home, OR 97386

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## Meeting Information

The Library Advisory Board will hold a meeting at 4:30 p.m. in the City Council Chambers at City Hall, 3225 Main Street. Individuals attending public meetings in person, will be required to maintain appropriate social distancing, (6-ft.) and be free of symptoms related to COVID-19. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit [live.sweethomeor.gov](https://live.sweethomeor.gov). If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call. Meeting ID 348 006 235#

## Roll Call

Board: Chair Kevin Hill, Eva Journey, Charlene Adams, Don Hopkins, Jamie Frick  
Staff: City Manager Ray Towry, Finance Director Brandon Neish, Communications Specialist Lagea Mull

## Approval of Minutes

Motion to approve the minute made by Board Member Hopkins, Seconded by Board Member Adams.  
Voting Yea: Board Member Adams, Board Member Hopkins, Board Member Journey, Board Member Hill, Board Member Jamie Frick

- a) 2021-01-14 Minutes

## Report of the Librarian

- a) Recruitment Update  
CM Towry updated the Board members on the progress of the recruitment for the new Library Services Director. He asked for volunteers but requested they read, "The Ideal Team Player," by Patrick Lencioni to be on the interview panel.
- b) Library Needs Assessment Update  
CM Towry updated the board that the Library needs assessment was making progress.
- c) Bequest Update  
CM Towry informed the board of the status of the bequest. The property is still under lease and will be sold when the lease expires.

## **Fiscal Report**

- a) Finance Update: Brandon Neish, Finance Director  
Director Neish updated the board on the library's financial status through Q2, ending December 31.

## **Statistics**

- a) Use by Type
- b) General Use  
Discussion on the statistics ensued. Users were down, checkouts were down compared to previous year by 34%. March numbers only had the first five days of the month but the total month would be included in the next report along with January.

## **Unfinished Business**

- a) Approval of Library Policy Manual.  
Motion made for Approval of the Library Policy Manual by Board Member Journey, Seconded by Board Member Hopkins.  
Voting Yea: Board Member Adams, Board Member Hopkins, Board Member Journey, Board Member Hill, Board Member Frick

## **New Business**

None

**Next Regular Library Board Meeting - April 8 2021**

**Meeting Adjourned 5:16 pm**