



# CITY OF SWEET HOME LIBRARY BOARD MEETING MINUTES

November 13, 2025, 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.

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## Call to Order

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

## Roll Call

### PRESENT

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

### ABSENT

Board Member Jen Castaneda

### STAFF

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

## Review & Approval of Minutes

- a) 2025-10-09 Library Board Meeting Minutes

Board Member Wise moved to approve the minutes of the October 9, 2025 Library Board Meeting Minutes. Board Member Corley seconded the motion. The motion carried by the following vote:

AYE: Hicks, Corley, Wise

NAY: None

ABSENT: Castaneda

ABSTAIN: Journey

## Report of the Library Services Director

- a) Library Director's Report – October & November 2025

Director Dazey stated that the Public Works Department was looking into constructing new shelving for the library. She noted that lighting was recently replaced to utilize LED lights. She added that the front window had been replaced. She stated that there were currently issues with the building's plumbing that were being investigated. She noted that the library would be receiving a cordless phone and a fax line for staff use due to a change in phone carrier contracts. She highlighted recent events. She stated that the new community read would be *A Christmas Carol*. She noted that the library received a \$2,500 grant for STEM kits. She announced the year's winter holiday closures. She highlighted the library's new Free Little Pantry featuring a fridge and freezer that were purchased with a donation.

Board Member Corley asked if the Free Little Pantry attracted homeless individuals. Director Dazey replied that it was not.

No action was required for this item.

### **Statistics**

- a) Library Statistics – October 2025

Director Dazey stated that nearly every category tracked was increased over last year.

No action was required for this item.

### **Fiscal Report**

There was no fiscal report to be heard.

### **Old Business**

- a) Library Donor Naming Rights

Director Dazey requested feedback on the provided naming rights template.

Chair Journey asked of creating a marketing plan and engaging a marketing professional. Deputy City Manager Pretty replied that it was premature to design a marketing plan but the naming rights opportunities would be incorporated into a future plan.

Board Member Corley expressed concern that the morality clause may be too vague. He asked how the amounts and levels were determined. Director Dazey stated that it was based on other libraries' donation policies as well as historical donations to the library.

Chair Journey expressed concern with the morality clause's reference to "alleged" actions. Director Dazey stated that the City Attorney would review the draft template prior to City Council consideration.

Board Member Corley moved to adopt the naming rights as proposed. Board Member Wise seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Corley, Wise

NAY: None

ABSENT: Castaneda

### **New Business**

- a) Policy Manual Change Proposal – Internet Use – DRAFT

Director Dazey stated that the proposed changes were suggested by staff due to the lack of restrictions on wifi-accessed content, particularly for minors. She noted that the proposed policy also acknowledged the addition of a television and gaming console.

Board Member Wise asked if there was anything in place to prohibit access to inappropriate content. Director Dazey stated that there was filtering on the public computers but there were no filters for the wifi if accessed from a personal device.

Board Member Wise moved to adopt the new policy as proposed. Vice Chair Hicks seconded the motion. The motion carried by the following vote:

AYE: Journey, Hicks, Wise

NAY: Corley

ABSENT: Castaneda

- b) 2025 Oregon Public Library State Statistical Report – SHPL

Director Dazey stated that the statistical report was provided to the State and statistics for the entire library system would be available in early 2026.

Chair Journey requested to see comparisons when they became available.

Board Member Corley asked if the population reported was only within City limits. Director Dazey replied that it was.

Board Member Corley moved to adopt the report as provided. Board Member Wise seconded the motion. The motion carried by the following vote.

AYE: Journey, Hicks, Corley, Wise

NAY: None

ABSENT: Castaneda

c) SHPL Newsletter – November 2025

Director Dazey stated that the library would host its 56<sup>th</sup> birthday party the Friday before Thanksgiving.

No action was required for this item.

**Adjournment**

There being no further discussion, the meeting was adjourned at 5:08 PM.

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Chair

ATTEST:

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Library Services Director, Secretary to the Board

DRAFT