



CITY OF SWEET HOME LIBRARY BOARD MINUTES

November 09, 2023, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

PHONE: 541-367-5007
FAX: 541-367-3754

Present:

Board Member Kelsey Hicks
Board Member Eva Journey
Board Member Charlene Adams

Absent:

Board Member Jamie Frick

Staff:

Megan Dazey, Library Services Director
Cecily Hope Pretty, Administrative Services Director

Meeting Information

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

Review / Approval of Minutes

- a) Library Board Minutes 101223

Board Members Journey and Adams requested corrections to the minutes related to the spelling of names, clarification on payment terms, and revisions to the discussion summary that did not enhance understanding of the topic.

Board Member Journey made a motion to approve the minutes of the October 12, 2023 Library Board meeting as revised. Board Member Hicks seconded the motion. The motion carried unanimously by those present.

Report of the Librarian

- a) Report of the Library Director October 2023

Director Dazey provided a summary of activities at the recent Oregon Library Association's Public Library Division Directors meeting and noted the positive connections and feedback shared by those who attended. She discussed improvements at the library which included a recently installed bike rack and potential future projects such as a picnic bench, bike repair station, water fountain, and railings.

Director Dazey discussed grant opportunities to procure a more accessible circulation desk and a social worker position that would be shared with the Sweet Home Police Department. She stated that this position would be available to assist with paperwork and other processes related to benefits, ID recovery, or other social needs. She noted that other libraries in Oregon had similar positions and had seen positive results.

Director Dazey described the current state of various collections, including a new shelf for graphic novels and a broader Spanish and bilingual children's collection at the request of the community. She stated that

staff began a social media campaign to highlight the library catalog through various monthly themes. She noted that staff were receiving positive feedback from the community regarding the social media posts.

Board Member Journey asked of advertisements in the New Era newspaper. Director Dazey stated that the cost to advertise was high and staff did not receive feedback from the community on newspaper ads in the past. Board Member Journey asked of advertising opportunities outside of social media. Director Dazey replied that staff were considering utility bill inserts. Board Member Journey asked if there was a City position dedicated to public relations. Director Dazey stated that Adam Leisinger, Communications Manager, oversees PR and that staff would be working over the next six months to update the library's website to make it more user-friendly.

Director Dazey stated that there had been no issues with the library building since the previous meeting. She noted that staff would be installing a new television and would host a video game tournament on Wednesday, November 22nd.

Board Member Journey asked of the employee that was shared with the Sweet Home School District. Director Dazey stated that the arrangement was positive and contributed to improved data sharing between the District and City.

Director Dazey described current programming to include a craft table, story times, and trivia nights. She stated that there were no updates related to a new library building but that staff was in talks with developers and working on cost estimates.

Board Member Journey asked of the recent additional opening hours on Fridays and Saturdays. Director Dazey replied that there had been a positive response averaging 40 checkouts in the additional first hour.

No action was required for this item.

Fiscal Report

This item was not discussed.

Statistics

a) Statistics Oct 2023

Director Dazey stated that most statistics were improved over the previous year and there was a recent increase in e-book checkouts, likely due to the change in weather. She also noted an increase in items borrowed through the Linn Libraries Consortium due to the City of Albany's temporary closure of their children's section.

Director Dazey noted an increase in volunteer hours and new library cards. She also highlighted a list of upcoming library events.

No action was required for this item.

Unfinished Business

There was no unfinished business to discuss.

New Business

a) New Business - December meeting, hold or cancel?

There was consensus among the members to cancel the December 14, 2023 meeting of the Library Board. No action was required for this item.

Next Regular Library Board Meeting

a) Next Board meeting 12/14/23

Per the Board, this meeting will be canceled.

Adjournment

There being no further discussion, the meeting was adjourned at 4:58 PM.