**6:30pm REGULAR MEETING**

1. The meeting was called to order at 6:37pm and a quorum was established. Members present: Heather Sowa, Jenny Aker, Robert Kister. Others present: Jackie Mills, Mark Daniel (Acting City Manager)

Members absent: Curt Schneider and Sharon Otte.

1. **Approval of Minutes—**MSP to approve minutes with slight grammatical corrections.
2. **Chair Report--none**
3. **Library Director’s Report**
   1. **Statistics/State Report—**reviewed the library’s statistics for FY2020-21, for July and August for FY2021-22, and State Report.
   2. **Summer Reading Program—**reviewed the statistics for SRP2021.
   3. **Updates on projects, programs and training**

**Reopening**: the library fully reopened on July 6. After an attempt to require masks was met with vocal (if minority) resistance, masks were not required but strongly requested to protect the library’s most vulnerable patrons.

**Platz**: The tree and pavers in the Platz have been removed, the stump and roots will be ground soon. Jackie is obtaining bids to install stamped concrete, a 6’ planter, and replacement of the cement pad leading to the library’s back door. The slab is tilted toward the building, resulting in a puddle of water seeping under the door in heavy rains. Bolts for the after-hours hold lockers will also be installed at that time.

**Hold Lockers:** The lockers and locks have been ordered and assembled. We are currently waiting on an appointment with the city’s security company about installing cameras, ordering signage, and installing bolts to secure the lockers. Once everything is in place, patrons will be able to pick up their library holds after-hours.

**Russian Books**: On request of several patrons, the library is establishing a Russian section in for children. Many of the books will require cataloging by the CCRLS cataloger, since Jackie is not fluent in Russian.

**New Items available for checkout**: The library now offers binoculars and math flash cards for checkout. Coming soon: pocket microscopes and games.

**New Cultural Pass**: The Friends of the Library have purchased a new cultural pass available for checkout to the Willamette Heritage Center for a total of 4 passes to area attractions.

**October events**: The library is hosting a Candy Bracket throughout the month of October—a fun, non-scientific way to determining the “best” candy. Since Halloween falls on a Sunday this year, the library will not be participating in the Chamber of Commerce’s Candy Crawl, but treats will be available to trick-or-treaters who visit the library (with or without a costume) on Thursday, Friday and Saturday, Oct. 28-30, during the library’s open hours.

**Website**: The library’s new website has been up and running since May. After initial set up by the class from Chemeketa CC, Jackie inputted much of the content. The teacher of the class contacted Jackie in September, saying that he had a new class that needed projects and asking if there were things they could do on the website. They are working on the Homepage, an interactive Calendar and making the site more visually appealing (adding graphics, etc.) The will present Jackie will a proposal in early November.

**Programs**: in-person programs have been on hiatus since summer, since we could no longer meet outside. Hilary continues to offer a live Community Helpers Storytime on Tuesday mornings via Zoom that is also recorded for folks to view later. One exception is an upcoming program on Nov. 4 for 5th-8th graders called 2021 4-H STEM Challenge: Galactic Quest. This is the first program offered for the STEAM Equity Grant and is in collaboration with Marion County 4-H.

**Training**: Jackie is currently attending and presenting at the national Association of Rural and Small Libraries in Sparks, NV.

**Status of grants**

**LTC (Libraries Transforming Communities), $3000:** We have conducted several Community Conversations, including one in October with Homeschool parents, thus fulfilling the terms of the grant. Most of the grant money has not been expended, however, because it was budgeted for a PT Spanish language summer employee. Despite an intensive search, there were no applications. Jackie will contact the grant administrators to see if we can use the money to host a family dinner/Loteria/Community Conversation in January or February at St. Mary Catholic Church for Spanish speaking families.

**STEAM Equity Grant, $15,000 over 3 years:** Our first event will be on Nov. 4 (see above). The exhibit will be here Feb.-April.

**Libros for Oregon:** Our library will receive $1000 worth of adult books (non-fiction and fiction) in Spanish purchased from the Feria Internacional del Libro International Book Fair in Guadalajara, Mexico in November. Jackie was not chosen to travel and purchase the books for the cohort.

**Teen Services Grant, $1000:** The library received $1000 to provide teen services as an outreach to the community over the summer. Our projects included decorating pots, planting flowers and distributing them to the residents who receive homebound delivery services; making fans and distributing them to Meals on Wheels recipients and homebound delivery services; and assembling backpacks full of school supplies to the children at St. Joseph’s shelter.

1. **Committee Reports—none**
2. **Old Business**
   1. **Review EDGE Initiative Progress—**we reviewed the status of action items. Some have been completed, some are still in progress.
   2. **Review Oregon Library Association Public Library Standards Progress--** we reviewed the status of action items. Some have been completed, some are still in progress.
   3. **Strategic Plan Progress—**Jackie reported on the Community Conversations that she has conducted. Hilary worked with MS and HS teachers who had the students complete the questions on paper, and worked with some classes via Zoom. Many of the groups Jackie has contacted did not respond. The COVID era has made meeting difficult. Two of the questions were revised. The Strategic Plan gathering data phase has been revised to March 2022. Jackie does have volunteers to serve on the Strategic Plan task force.
   4. **Core Values—**after considering the LAB’s input for core values, the library staff participated in a collaborative activity and came up with these Core Values: **Welcoming, Inclusive, Responsive, Passionate**. Most of these were suggested by the Board. The staff felt that these values best reflected how we approach what we do every day.
   5. **Review Library Policies on website—**There are a variety of policies posted on the library’s new website that have not formally be approved. Bob Kister moved that we adopt the library policies as presented except for minor changes in grammar or punctuation. Heather seconded. Motion is carried unanimously.
3. **New Business**
   1. **Revise By-laws to allow for a student member—**after discussion it was decided to see the City Council’s wording regarding their Student Council Member. Jackie will bring this wording to our next meeting and then we will revisit this idea.
   2. **Approve 2022 Meeting dates—the following meeting dates and topics were approved for 2022:**

**Wednesday, January 19, 2022 @ 6:30pm** Review LAB by-laws, ethics and protocol policies; Library budget proposal

**Wednesday, February 23, 2022 @ 6:30pm** Review State and local laws pertaining to the

(Jackie will be gone on the 16th) Library; approve budget

**Wednesday, May 18, 2022 @ 6:30pm** Review Intellectual Freedom Documents

**Wednesday, October 19, 2022 @ 6:30pm** Summer Reading Program; State Report; 2023

schedule

* 1. **Getting the word out—need ideas—**the LAB members felt that the Library was utilizing all logical means to promote the library and its programs, but there are those who still feel that they don’t know what’s going on. Some suggestions include: banners, yard signs, show & tell, using Silverton Connections on FB.

1. **Public Presentations/comments—**Jenny suggested the use of Google calendar on the website because the schools use it and it is easy for parents to sync calendars and add events. Jackie will take this to the website class.
2. **Adjournment at 8:31pm**

**Next Meeting Date: Wednesday, Jan. 19, 2022**