

Agenda

Warrenton Community Library Board

Regular Meeting

June 12, 2024 - 5:30 p.m.

Warrenton City Commission Chambers

225 South Main Ave., Warrenton, OR 97146

1. Call to order

2. Roll call

3. Recognition of guests

4. Public comment

5. Consent calendar

A. Regular Meeting Minutes 3.13.23

6. Discussion items

A. Library director's report

B. Friends of the Warrenton Community Library update

C. Amending the Bylaws

D. Strategic Plan

7. Action items

8. Good of the order

9. Adjournment

Minutes

Warrenton Community Library Board Regular Meeting

March 13, 2024 - 5:30 p.m.

Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Andrew called the meeting to order at 5:35 p.m.
2. Roll call: Andrew Walker, Amanda Donovan, Brenda Atwood, Karyn Grass, Eileen Purcell, Abbie Cooley, and Library Director Josh Saranpaa. Unable to attend: Joy Wheatley-Decius. We proceeded with a quorum of four.
3. Recognition of guests: Kelsey Balensifer – representing Friends of Warrenton Library.
4. Consent calendar:
Advisory Board Meeting Minutes 12/13/2023: Karyn motioned to approve. Amanda seconded, and all voted to approve the amended minutes.
5. Reports:
 - The Board welcomed Andrew and the new Chair.
 - Strategic Plan – Josh is reaching out to community members that showed interest in participating. No comment cards have been received.
 - Two Library After Dark held so far in 2024. The January event had to be canceled due to the ice storm.
 - 04/13/24 is the next Library After Dark. Attendance has been up and down – depending on the word spreading.
 - Friends of the Warrenton Library is working on their annual non-profit docs.
 - Friends of the Warrenton Library is updating their bylaws and has already identified needed changes and areas of improvement. They are trying to ensure that they are meeting the State's expectations.
 - Friends of the Warrenton Library did not hold a meeting in December and January.

6. Discussion items:

- Josh stated that the Library and City are reviewing the bylaws for the Library Board. The Board is currently operating without bylaws. Despite previously created bylaws being approved by City Commissioners, they are invalid due to failure to follow the proper process for approval. Verbiage about quarterly meetings is being added to the document. The bylaws will be reviewed at the next meeting.
- Karyn asked if there has been any movement on securing a new building. Per Josh, The City is still in talks with NOHA about their vacant building. It is likely that there will not be an update for two or three months. The City and the Library are working together to conduct appraisals of viable properties.
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7. Action items:

A. None

8. Public comment: There was no public comment.

9. Good of the order: None

10. Adjournment: The meeting was adjourned at 5:55 p.m.

Meeting Minutes were taken and recorded by Amanda Donovan, Board Secretary.

June 2024

WCL Quarterly Report



Quarter in Brief

- **March:**

Programs

- Library After Dark - Author Maggie Chula
- Kitchen Supply Swap
- Fill A Bag Sale - line of people waiting for first day!
- Learn to Crochet with Mary Bacon - Community Educator class (led by Mary Bacon)
- Adult Programs Held: Help for Job Seekers, Community Reading Groups, Mindful Making, No-Pressure Book Club
- Youth Programs: Teen Zone, Homeschool Hangout, Lego Club, Art Club, Storytime, Science Club

- **April:**

Programs

- Outdoor storytimes begin
- Columbia River Maritime Museum presentation- Sea Otters
- Sourdough Starter Workshop - Community Educator class (led by Carrie Nyland)
 - Overflow workshops scheduled as the original workshop was so popular/well attended that future sessions were requested
- Library After Dark - Author Jim Hallaux
- Adult Programs Held: Help for Job Seekers, Community Reading Groups, Mindful Making, No-Pressure Book Club
- Youth Programs: Teen Zone, Homeschool Hangout, Lego Club, Art Club, Storytime, Science Club, Family Movie Night
- Library staff (Josh and Cass) attended the OLA conference in Salem, OR.
- North Coast Watershed Association Citizen Science program

- **May:**

Programs

- Writing for Wellness Workshop - Community Educator class (led by Jenny Donohue)
- Learn to Crochet with Mary Bacon - Community Educator class (led by Mary Bacon)
- Sourdough Starter Workshop - Community Educator class (led by Carrie Nyland)
 - May 7th session rescheduled due to instructor illness
- Library After Dark - Author Nichelle Seely
- Adult Programs Held: Help for Job Seekers, Community Reading Groups, Mindful Making, No-Pressure Book Club
- Youth Programs: Teen Zone, Homeschool Hangout, Lego Club, Art Club, Storytime, Science Club, Family Movie Night
- National Mental Health Month - display with resource cards
- Moved booksale fully into back meeting space
- Moved new arrivals bookshelf to central location with more shelving

- Repurposed library media cart and TV as digital billboard when not in use, scrolling large print display explaining library programs, services, and events.

- **Miscellaneous**

- Kitchen Supply Swap in March was a very popular event. We received hundreds of donations for the swap, and most of them were gone by the end of the swap. Because of the popularity of this event, staff and I are brainstorming some new swap ideas for future events.
- Outdoor storytime was launched in early April. This came about because we had input from community members that were still a bit concerned with Covid, and being in public buildings. So, our youth librarian, Jenny, started adding outdoor storytime to our monthly programming, and meets families at the local park.
- Mid-April we hosted the North Coast Watershed Association. They were launching a new phone app that allows citizens to map plants, animals, and local water concerns for the Association to track. It was a very well-attended, after-hours event with about 15 attendees.
- One staff (Cass) and I went to the Oregon Library Association's annual conference in Salem, OR for a week at the end of April. This was a week full of learning, and networking. Cass and I brought back many new ideas including some new programs ("No Card? No Problem; STREAMMM; etc.), and I returned with some new policy ideas that I will be bringing for review in the near future (Patron Code of Conduct; Volunteer Policies; etc.).
- Early-May, I attended a CIS-sponsored and led Supervisor Training that most City Department Heads were encouraged to attend.
- Mid-May the City had the Budget Committee hearings where I presented the 2024-2025 Library Budget. Most of this budget remained very similar to our current budget, however I did make some changes to allow room for the potential to increase staff wages.
- I held two Strategic Planning work sessions with the volunteer committee that was formed at our November 2023 Community Forum. These sessions were held to put together the draft of the Strategic Plan (included in this packet). The four of us committee members put our heads together and sketched out a plan that is both feasible, and promotes the growth and expansion of the library and its programs.

Statistics

Computer and Wifi Users 3/1/24 - 5/31/24	
March	198
April	194
May	215

Volunteer Hours 3/1/24 - 5/31/24	
March	68
April	70
May	79.5

Items Added By Item Type 3/1/24 - 5/31/24	
Childrens'	133
Adult	154
Non-Book Items (DVDs & Things)	24

Circulation Transactions 3/1/24 - 5/31/24	
Checkouts	3,472
Renewals	875

Library Visitors 3/1/24 - 5/31/24	
March	2130
April	1358
May	1272

Cards Issued 3/1/24 - 5/31/24	
Adults	55
Children	12

Adult Programs Held	
March	13
April	13
May	17

Childrens' Programs Held	
March	23
April	26
May	27

Images



LEARN TO CROCHET WITH MARY BACON: PROGRAM RESCHEDULED

Have you always wanted to learn how to **crochet**?
Join us for a **community member led** series of
beginner crochet lessons!
Each session is **two hours** long, and will provide
basic crochet instruction.
All materials provided, free to attend.
Suggested Ages 11+.
Friday, May 17 @ 5PM
Saturday, May 18 @ 12PM
Friday, May 24 @ 5PM



WARRENTON COMMUNITY LIBRARY
160 S. MAIN AVE
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SOURDOUGH STARTER WORKSHOPS

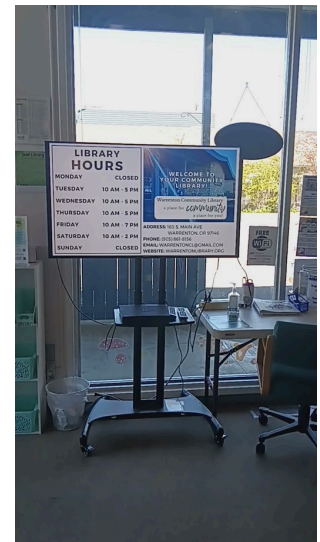
TUESDAY, 5/7 @ 1:00PM
FRIDAY, 5/24 @ 5:30PM

Carrie Nyland will be returning to the
Warrenton Community Library to teach more
workshops in May!

All materials provided to make one batch of
sourdough starter.
No library card required to participate.
Program is **FREE to attend!**
Space is limited and sign up is required. Call or email
the library, or speak to library staff to sign up.



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LIBRARY HOURS		WELCOME TO THE COMMUNITY LIBRARY Warrenton Community Library 160 S. Main Ave Warrenton, OR 97146 Phone: (503) 861-8156 Website: warrentonlibrary.org
MONDAY	CLOSED	
TUESDAY	10 AM - 5 PM	
WEDNESDAY	10 AM - 5 PM	
THURSDAY	10 AM - 5 PM	
FRIDAY	10 AM - 7 PM	
SATURDAY	10 AM - 2 PM	
SUNDAY	CLOSED	



Warrenton Community Library
Advisory Board
BY-LAWS

I. CREATION

The Warrenton Community Library Advisory Board was established by City of Warrenton Ordinance 921-A to advise City of Warrenton Commission and Library Director on policy matters pertaining to the Warrenton Community Library.

II. NAME

The title of this organization is the Warrenton Community Library Advisory Board (hereinafter referred to as the Library Board).

III. PURPOSE

The following lists the objectives and responsibilities relative to the purpose of the Library Board:

- a. Maintains active communication with the Library Director
- b. Advise the Library Director and make recommendations to the City Commission on policy matters pertaining to the Warrenton Community Library.
- c. Assists the City Manager in the interview process for selection of a new Library Director.
- d. Make recommendations for the selection of sites for public library buildings or for the location of library facilities.
- e. Receive a copy of the State Library of Oregon Annual Statistical Report.
- f. Assist staff with developing and recommending to the City Commission strategic planning for future library services, consistent with City priorities and with State, regional and national goals for libraries.

IV. ORGANIZATION

- a. The Library Board consists of seven (7) members. Terms of officers shall be one (1) year, and terms of Library Board members is four (4) years. No person shall hold appointment for more than two full consecutive terms, but any person may be appointed again to the Library Board after an interval of one (1) year.
- b. Library Board officers include CHAIR, VICE-CHAIR, and SECRETARY, where the Secretary position is filled by the Library Director, but duties may be delegated out at by the Library Director (ORS 357.470). Officer positions are for

a one-year term. The Library Board will select members for the Officer roles with a nomination, and a voice vote process. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair. Officer elections shall be held at the fourth-quarter meeting to take effect at the beginning of the next calendar year.

- c. The Chair shall preside over Library Board meetings and is responsible for seeing that Library Board vacancies are filled and overseeing the business of the Library Board.
- d. The Library Director, or designee, shall attend Library Board meetings. Their purpose is to aid the Library Board through information, initiation of projects, perspective, and other customary staff support services. The Library Board's role is also to advise the Director on matters of policy or other requests put forward for advice by the Library Director.
- e. The Library Board encourages citizen participation and will, on occasion, request specific or general citizen/expert input.
- f. The Library Board Chair, with the approval of the Library Board, shall establish all standing or special committees. Committee objectives and/or purposes shall be expressly stated.
 - i. Committee membership may consist of Library Board members, library staff, library users, and/or the general public depending on the nature and purpose of the committee.
 - ii. For committees consisting entirely of Library Board members, the Chair shall make committee appointments.
 - iii. For committees which include library staff, library users, or the general public, the Library Board Chair shall designate at least one Library Board member to act as a liaison to the committee. Recruitment and appointment of remaining committee members shall be delegated to the Library Director or the Director's staff designee, with the advice of the appointed liaison.
 - iv. Liaisons shall periodically report to the Library Board on the committee's activities. Committees shall deliver a formal report to the Library Board on their activities at least annually.

V. MEMBER ELIGIBILITY

- a. The Mayor of the City of Warrenton will make appointments to the Library Board.
- b. Library Board member terms will be four (4) years.
- c. In order to establish continuity of membership, the terms will be structured so that no more than two (2) members' terms expire during any one year.
- d. If a vacancy occurs during a term of office, the City Commission shall appoint a new member for the unexpired term.
- e. After two (2) consecutive unexcused absences of any member of the Library Board, the Library Board may discuss the member's attendance and may, by a

quorum of the Library Board, reach a decision to recommend that member's removal from the Library Board to the Mayor. The Library Board Chair will contact the member with the recommendation of the Library Board.

VI. MEETINGS

- a. A minimum of four (4) regular meetings shall be scheduled annually, at a time and place agreed upon by the Library Board.
- b. The Library Board Chair, Library Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meetings.
- c. A majority of members of the Library Board will constitute a quorum.
- d. The Library Board Secretary shall be responsible for recording minutes for all Library Board meetings.
- e. Voting will be by voice vote. Not voting by proxy.
- f. Formal agenda items must be submitted to the Library Board Chair no fewer than five (5) working days before the meeting date.
- g. Citizens may introduce future agenda items at the beginning of each meeting (limited to five (5) minutes).
- h. All meetings of the Library Board are open to the public and shall be conducted in accordance with Robert's Rules of Order.

VII. AMENDMENTS

- a. The Warrenton Community Library Advisory Board By-Laws shall be submitted to the Commission of the City of Warrenton for approval. Once the By-Laws are approved, any modifications of these By-Laws must also be approved by the City Commission before they become effective.
- b. The procedure to recommend modification of these By-Laws to the City Commission shall be:
 - i. All recommended modifications are to be presented and discussed at a regularly scheduled Library Board meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
 - ii. A majority vote of the Library Board members present is necessary to recommend a change in the By-Laws.