



# 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:**

Chairperson Charlene Adams  
Vice Chairperson Eva Journey  
Board Member Kelsey Hicks

## **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

Chair Adams and Vice Chair Journey 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.

Vice Chair 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 reviewed the submitted Director's Report.

Vice Chair 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. Vice Chair Journey asked of advertising opportunities outside of social media. Director Dazey replied that staff were considering utility bill inserts. Vice Chair 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.

Vice Chair 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.

Vice Chair 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

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.

  
\_\_\_\_\_  
Chair

ATTEST:

  
\_\_\_\_\_  
Library Services Director, Secretary to the Board