



CITY OF SWEET HOME LIBRARY BOARD MINUTES

February 08, 2024, 4:30 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

PHONE: 541-367-5007
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Present:

Chairperson Charlene Adams
Vice Chairperson Eva Journey
Board Member Kelsey Hicks

Staff:

Kelcey Young, City Manager
Megan Dazey, Library Services Director
Cecily Hope Pretty, Administrative Services Director

Call to Order

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

Review / Approval of Minutes

- a) 2024-01-11 Library Board Minutes

Vice Chair Journey moved to approve the minutes of the January 11, 2024 Library Board meeting. Board Member Hicks seconded the motion. The motion carried unanimously.

Report of the Library Services Director

- a) Report of the Library Director for January 2024

Director Dazey stated that the department currently had a grant to fund a position supporting the Affordable Connectivity Program but the program had recently been suspended by Congress. She noted that the position's focus would transition to assisting patrons with computer use, job applications, and resume writing until the funding ended. She added that the State Library of Oregon would provide a \$5,000 technology grant to support these efforts and staff would obtain quotes for new technology.

Director Dazey stated that efforts on external upgrades were continuing and Public Works would pour a concrete pad for a table, bench, and bike station once the weather improved.

Director Dazey stated that staff was working to obtain new grants and reporting on existing grants. She noted that the annual budget was under development and budget goalsetting would take place soon.

Director Dazey stated that the library had a new circulation desk that was more accessible to patrons and children. She noted that in-person programming was increasing month over month with good attendance. She added that staff planned to coordinate their annual summer reading kickoff event with the annual Safety Fair at Sankey Park to enhance participation.

Director Dazey reminded the Board that their letters of support were needed to support grant applications for a new library building.

No action was required for this item.

Fiscal Report

This item was not heard.

Statistics

- a) Statistics Report – January 2024

Director Dazey presented the monthly and annual statistics report. She noted an increase across reporting measures and highlighted the number of library cards issued.

No action was required for this item.

Unfinished Business

There was no additional unfinished business to be heard.

New Business

- a) Blank Budget 2024-25
- b) Proposed Budget 2024-2025

Director Dazey presented the proposed Library budget for Fiscal Year 2024-2025 and highlighted a significant decrease in support services charges to the benefit of the fund. City Manager Young added that grants currently closed the gap of operating deficits.

Board Member Hicks moved to support the Library Fiscal Year 2024-2025 budget as proposed. Vice Chair Journey seconded the motion. The motion carried unanimously.

Director Dazey asked of the status of Library Board applicants to fill the existing vacancies. Director Pretty stated that the Administration, Finance, and Property Committee had met to interview applicants and made two recommendations for City Council consideration at their next regular meeting.

No further action was required for this item.

Next Regular Library Board Meeting

- a) Next Meeting – March 14, 2024

Director Dazey noted the date and time for the next Library Board meeting.

No action was required for this item.

Adjournment

There being no further discussion, the meeting was adjourned at 5:00 PM.



Chair

ATTEST:



Library Services Director, Secretary to the Board