

**Wilsonville Public Library**  
**LIBRARY BOARD MEETING MINUTES**  
**March 26, 2025**

**MEMBERS PRESENT:** Natalie McNown, Chair; Gay Walker; Orel Smith

**STAFF PRESENT:** Shasta Sasser, Library Director; Haley Spaeth, Board Secretary

Natalie McNown called the meeting to order at 6:38 p.m.

The minutes of the October 23<sup>rd</sup> meeting were approved.

**ONGOING BUSINESS/CALENDAR ITEMS**

1. **Director's Report** – Shasta shared that there has been changes made to the Public Meetings Law, and Board members may need to do online training. The library has a new DEI intern working on a project in the Teens Collection. A refund has been issued for the book bike by the original supplier and the library is now looking into ordering one from a local vendor. Twenty-five of twenty-nine steps of the library's Strategic Plan has been completed or is underway. The Foundation will be doing a fundraising event in conjuncture with National Library Giving Day starting April 1<sup>st</sup>. If any board members would like to attend OLA in Eugene the cost will be covered by the library. The library has been hosting a Hygiene Drive in partnership with the DEI Committee that will last until March 31<sup>st</sup>. Some members of staff have been attending ASL classes. The only LDAC update is that the County Administrator is issuing a task force to investigate library issues county wide.
2. **Budget: FY25 Half Year Update and FY26 Initial Discussion** – Shasta shared that the library was under 3% of it's target budget for the current fiscal year. Included in next year's budget is the Foundation expanding on outreach funding, new RFID equipment, new public computers, new children's patio art (paid for by the Foundation) and asking the Budget Committee to expand the budget for On-Calls. There are currently no book lockers included in the budget, but the library may be looking into fundraising for them in the future.
3. **Policies and Procedures** – Shasta presented the library's new Policies and Procedures for Board approval. Natalie McNown voted "I", Gay Walker voted "I" and Orel Smith voted "I". There were no "Nay" votes, and the Board approved them on 3/26/2025.
4. **Workplans/Goals** – Shasta shared that the library managers have made a list of data they would like to collect from the various collections. The library's DEI intern will be helping managers apply her method currently being used in Teen's

throughout the library. A contractor was contacted to see what it would cost to enclose the Teen Space. More information on the plans for the Children's Patio was given. The library will be getting new self-check machines and looking into a possible need for book lockers as previously stated during the Budget Presentation. The Foundation has agreed to fund a mural project to be possibly completed this summer to replace the Children's bulletin board. Possible ways to make improvements in the Staff Break Room are being looked at. The library is looking into possibly adding study pods for more study room options. Public Works has suggested the library create a Facility Master Plan for the 26/27 fiscal year.

5. **Annual Library Report** – Shasta shared highlights of last years Library Report. The report can be found in its entirety on the Oregon State Library's website.
6. **Annual Board Report Card** – Haley announced that she will be sending members of the board a link to their annual report card to be completed before the next meeting in April.
7. **Friends of the Library Report** – Shasta shared that the Friends will have a new Volunteer Coordinator starting soon. They have also partnered with the DEI Committee to install a Little Free Library at Boones Ferry Park.
8. **Library Foundation Report** – There were no other updates for the Foundation.
9. **\*Review Bingo Card / New Bingo Card** – Board members shared the banned books they read. They have agreed to look at banned books specifically pulled from Canby's School District before the next meeting.

## **ROUND ROBIN**

**Meeting adjourned at 7:31 p.m.**

**The next regular meeting is scheduled for April 23<sup>rd</sup> at 6:30 p.m. on Zoom.**

Respectfully submitted,

Haley Spaeth

Board Secretary

**\*Added to agenda during meeting.**

**Copy available from Board Secretary**