LIBRARY TASK FORCE
MINUTES
Thursday, June 10, 2004
5:30 p.m. Keizer City Hall
Conference Room B

1. **CALL TO ORDER** ~ Lore Christopher called the meeting to order at 5:40 pm.

2. **ROLL CALL**

   Present
   - Lore Christopher
   - Scotta Callister
   - Lea Jenny
   - Patrick McGarrah
   - Eric Meurer
   - Jim Taylor (arrived 5:45)

   Absent:
   - Gerald Watson
   - Chris Eppley

   Also present
   - Nancy Woodward
   - Bruce Lawson

   Staff Present
   - Debbie Lockhart, Recording Secretary

3. **APPEARANCE OF INTERESTED CITIZENS**

   Nancy Woodward attended the meeting and distributed a letter she had written to the Task Force which voiced her concerns regarding the proposed Keizer Library. Discussion followed regarding a Library District, the necessary procedures for establishment of same, and the possibility of delaying action until after the Salem Library District vote in November and annexing into the district should it pass in the upcoming election. It was generally agreed that the task force would not target the November election for presentation to the voters but would wait for the outcome of the Salem Library District vote; however, members also agreed that the development of the proposal for a library still needed to be finalized.

   Bruce Lawson, owner of Book Smart Book Store, reported that he was selling his book store and, because Keizer was exploring the possibility of starting a library, he wanted to give the City the opportunity to purchase his business if they were interested. Discussion followed regarding his inventory, store location and fixtures. Because the task force had already agreed to wait for the outcome of the District vote, members thanked Mr. Lawson, but declined this offer.

4. **OLD BUSINESS** ~ Finalize Mission Statement, Vision Statement and Service Goals

   After discussion, members agreed that the Mission Statement should read as follows:

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Mission Statement: *"The Keizer Public Library will provide access to a broad range of local and regional library services. Local services will be tailored to the needs of the community and will include specifically designed programs for children and adults. The library will provide resources that contribute to individual knowledge, enlightenment and enjoyment in the most efficient and cost effective manner possible."*

The proposed **Vision Statement** was: **"***The Keizer Public Library will provide free and equal access to information, knowledge and ideas, through local and regional library resources, at a site located within the city limits. The library will link citizens with services that promote lifelong learning, literacy and the love of reading in all age groups. The library will offer programs for children and adults, as well as exceptional services in selected niches to provide a useful, integral component of the regional library system. The library will operate in a cost-efficient manner and be responsive to the citizens of Keizer, while providing quality service, positive human connections and an inviting environment."*

Additional wording considered was "KPL will not only provide traditional library services, books and periodicals, comparable to or greater than those found in a typical branch size library, but also significantly enhance local and regional library resources by providing services and resources that not only meet, but exceed excellent standards in select areas of need chosen by Keizer that can serve not only Keizer residents, but also offer a substantial benefit to residents throughout the regional system."

After discussion, Scotta Callister agreed to edit the Vision Statement to include some of the proposed additional wording.

The proposed **Service Goals** were: **"***The Keizer Public Library will:*

- *Be located within Keizer City limits providing a physical location for Keizer citizens and visitors to access local and regional library services.*
- *Be staffed by paid professional staff with strong, organized volunteer support staffing.*
- *Strengthen and add to regional library services currently available.*
- *Minimize duplication of inventory where possible.*
- *Provide specifically designed programs for children and adults.*
- *Be legally established and make services available to citizens within its tax-supporting service area without charge.*
- *Provide multiple computer work stations with current internet technology.*
- *Maintain library hours that reflect the community need with a proportion of open hours in the evenings after 5:00 pm and on weekends and remain open a minimum of 20 hours a week.*
- *Maintain a minimum book collection of 35,000 books.*
- *Provide access to interlibrary loans within the region."*

Members agreed to postpone voting on approval of these statements until next meeting.

5. **NEW BUSINESS** ~ Lore Christopher read a letter she had received from the CCRLS inviting the Library Task Force to attend the July 16 or August 13 meeting of the PYM (Polk, Yamhill, Marion) Library Directors Group, which determines CCRLS membership policies. Keizer was directed to submit their proposal to the group for review two weeks before the meeting. Following approval the group would forward a recommendation to CCRLS advisory council and a CCRLS meeting would be scheduled. Members agreed to target the August 13 meeting.

   Ms. Christopher reviewed the matrix she had prepared detailing the standards comparison of Governance, Access, Staffing, Materials and Services, Technology, Community Involvement and Facilities.

   Lore Christopher noted that task force member Gerald Watson has indicated a possible conflict of interest and has, therefore, resigned his position on the task force. She added that Ms. Woodward has been a regular attendee and contributor to proceedings of the Library Task Force, and invited her to become an official voting member. Ms. Woodward accepted the invitation.

   Discussion continued regarding establishing By-Laws, Library Rules and a Library Schedule. Nancy Woodward pointed out that usually the Library Board establishes these.

   Ms. Christopher noted that by next meeting the Task Force needed to make a decision to recommend to the City Council going with the November ballot or waiting for results of the Salem District election.

6. **ADJOURNMENT:** The meeting adjourned at 7:08 p.m.

Next meeting ~ Thursday, July 8, 2004, at 5:30 p.m.
Conference Room B