

Warrenton Community Library Advisory Board Minutes - 03.12.25

1. **Call to order:** The meeting was called to order at 5:35 p.m.
2. **Roll call:** Board members present were Abbie Johnson, Kelsey Balensifer, Greg Bian, Karyn Grass and Andrew Walker. Library Director Josh Saranpaa was also in attendance. Since there were some new members of the board, everyone introduced themselves and shared about a recent author or book they have enjoyed.
3. **Recognition of guests:** There were no guests in attendance.
4. **Public comment:** None.
5. **Consent calendar:**

A. Regular Meeting Minutes 12.11.24: Grass shared that she was attending the meeting via Zoom, but those attending in person were unable to see or hear her. Balensifer moved to approve the minutes with the update attendance list; Bian seconded.

VOTE RESULTS:

Balensifer: Yes
Bian: Yes
Grass: Yes
Johnson: Yes
Walker: Yes

MOTION PASSED.

6. Discussion items:

A. Friends of the Warrenton Community Library Update: Balensifer shared updates from the Friends of Warrenton Community Library. She provided a recap of recent Library After Dark events and shared details about the next two events: Author Steven Craig on April 12 and author Peter Adams Young on May 10. Gaetano's Market & Deli has started donating a snack tray to each event. In other Friends updates, the nonprofit also started a quarterly newsletter and is working on submitting its annual tax documents and filings. The annual meeting is coming up on May 15, and board member and officer elections will take place.

Walker moved to amend the agenda to add the director's report as item 6B; Balensifer seconded.

VOTE RESULTS:

Balensifer: Yes
Bian: Yes
Grass: Yes
Johnson: Yes
Walker: Yes

MOTION PASSED.

B. Director's Report: Written report was provided, and Saranpaa touched on some of the highlights. Kroger grant for food pantry was unsuccessful. Grass asked about the start of the food pantry. Saranpaa provided background about how it was started and the process for keeping it stocked. Saranpaa said it is something that is regularly utilized by various members of the community, both taking and leaving items. Saranpaa talked about the grant awarded for the ADA updates to the front door. He also applied for a grant to replace the four public computers at the library. Moving forward with updating the library logo, per the goals of the strategic plan. Saranpaa will bring potential logos to the board for them to vote on a preferred logo to send to the City Commission for approval. Grass asked about seeing library attendance trends so the board has more context for the numbers provided in the director's report. Saranpaa agreed that is something that can be provided.

7. Action items:

A. Nomination & Confirmation of Vice Chair Position: Grass moved to appoint Balensifer as vice chair; Johnson seconded.

VOTE RESULTS:

Balensifer: Yes

Bian: Yes

Grass: Yes

Johnson: Yes

Walker: Yes

MOTION PASSED.

8. Good of the order:

Balensifer brought up that the board chair is allowed to serve as an ex-officio member of the Friends nonprofit, per the Friends group bylaws. Walker agreed to serve in this capacity.

Balensifer also brought details from the Oregon Government Ethics Commission Public Meetings Law training. Each agenda needs to include details on how to access an interpreter, if needed. The meeting minutes need to include a notation of any members who arrive late, after roll call is taken. Draft minutes need to be provided to City Recorder Dawne Shaw within 5-10 days after the meeting, so the public can request to see the draft minutes prior to their approval at the next quarterly meeting. And all votes have to list out the names and vote of each member present. Saranpaa will send a voting template to Balensifer. He will also get information about the OGEC training for other board members who missed the first opportunity to attend.

Grass asked about the search for a new space. Saranpaa reached out to Hsu-Feng Andy Shaw, director of the Northwest Oregon Housing Authority director about the City of Warrenton possibly buying the organization's building for a new library space. There may be a potential to transfer the lease on the school district building's to NOHA, since they still need office space. Shaw is meeting with City Manager Esther Moberg to discuss options.

9. Adjournment: The meeting was adjourned at 6:22 p.m.

Attest:

Secretary

Approved:

Kelsey Balensifer

Chair (Vice chair serving in absence of chair)