

Agenda

Warrenton Community Library Board

Regular Meeting

June 11, 2025 – 5:30 p.m.

Warrenton City Commision Chambers

225 South Main Ave., Warrenton, OR 97146

1. Call to order
2. Roll call
3. Recognition of guests
4. Public comment
5. Consent calendar
 - A. Regular Meeting Minutes 3.12.24
 - B. Special Meeting Minutes
6. Discussion items
 - A. Library Director report
 - B. Friends of the Warrenton Community Library update
7. Action items
8. Good of the order
9. Adjournment

Warrenton Community Library Advisory Board Minutes - 03.12.25 - DRAFT

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.

Warrenton Community Library Advisory Board Minutes - 03.19.25 - DRAFT

1. **Call to order:** The special meeting was called to order at 5:29 p.m.

2. **Roll call:** Board members present were Andrew Walker, Aggie Cooley, Karyn Grass, Amanda Donovan, Greg Bian and Kelsey Balensifer. Library Director Josh Saranpaa was also in attendance.

3. **Letter of Recommendation:** Saranpaa gave a summary of City Manager Esther Moberg's meeting with Hsu-Feng Andy Shaw, director of the Northwest Oregon Housing Authority. NOHA is open to selling its building, and Moberg recommended that the board submit a formal recommendation letter to the Warrenton Urban Renewal Agency and its advisory committee to potentially get funding for the purchase of the building. A draft recommendation letter was included in the meeting packet.

There was discussion about the added square footage and the loss of parking spaces. Grass asked about getting the board in for a tour of the space if things move forward. Saranpaa agreed this would be a priority.

Cooley moved to approve the recommendation letter as written; Donovan seconded.

VOTE RESULTS:

Balensifer: Yes

Bian: Yes

Cooley: Yes

Donovan: Yes

Grass: Yes

Walker: Yes

MOTION PASSED.

4. **Adjournment:** The special meeting was adjourned at 5:42 p.m.

Quarter in Brief

- **March:**
 - Library After Dark with author Robert Michael Pyle (3/8/25)
 - \$5 Fill A Bag Sale 3/25 - 3/29
 - Programs held for adults: Sit & Stitch, Learn to Crochet With Mary Bacon
 - Programs held for children: Lego Club, Storytime, Art Club, Learn to Crochet With Mary Bacon, Family Movie Morning
- **April:**
 - Library After Dark with author Steven Craig (4/12/25)
 - Special Performance: Works for Classical Guitar and the Stories Behind Them with Guitarist Bruce Charles. (4/24)
 - Programs held for adults: Sit & Stitch, Learn to Crochet With Mary Bacon
 - Programs held for children: Lego Club, Storytime, Art Club, Learn to Crochet With Mary Bacon, Family Movie Morning
 - Community Swap: Kitchen Supply Swap
- **May:**
 - Library After Dark with author Peter Adams Young (5/10/25)
 - Sourdough Starter Workshop (5/13/25 & 5/20/25)
 - Summer Reading Ready Parents' Workshop (5/31/25)
 - Programs held for adults: Color Along Club, Anime Night, Sit and Stitch
 - Programs held for children: Homeschool Hangout, Storytime, Lego Club, Art Club
 - Programs held for all ages: Learn to Crochet with Mary Bacon, Show and Tell

Updates

- Library Director attended the 2025 Oregon Library Association Conference April 22-25
- Designed and finalized new library logo per strategic plan. This redesign included a custom color palette, custom fonts for branding, and a variety of logo variants for specific uses
- Received \$9,000 grant for new public computer terminals
- Installed new ADA automatic door opener
- Began hiring process to replace outgoing Library Assistant Youth Coordinator

Statistics

Computer Users 3/1/25 - 5/31/25	
March	72
April	60
May	75

Volunteer Hours 3/1/25 - 5/31/25	
March	68
April	73.75
May	55.50

Items Added by Item Type 3/1/25 - 5/31/25	
Childrens'	34
Adult	133
Non-Book Items (DVDs & Things)	12

Circulation Transactions 3/1/25 - 5/31/25	
Checkouts	3,470
Renewals	917

Library Visitors (Estimated) 3/1/25 - 5/31/25	
March	1086
April	950
May	1039

Cards Issued 3/1/25 - 5/31/25	
Adults	54
Children	16

Adult Programs Held 3/1/25 - 5/31/25	
March	5
April	8
May	9

Childrens' Programs Held 3/1/25 - 5/31/25	
March	22
April	30
May	22