



MINUTES

ATTENDEES

Present at the meeting were: Board Members Susan Kiefer (President), Marta Tarantsey, Patty Jensen, and Kevin Keating (arrived 3:47). Marissa Shepherd (Absent)

Additional attendees: Kari May, Library Director and Yoli Diaz (Executive Assistant).

President Kiefer called the meeting to order at 3:34p.m. Roll call was taken. The Land Acknowledgement was read.

DISCUSSION ITEMS (Inform/Discuss)

United For Libraries Virtual Conference

Board members shared insights from the July 2025 United for Libraries Virtual Conference on effective governance and meetings. The sessions provided an opportunity for Board members to gain new insights that will help them strengthen their effectiveness in their roles. Director Tarantsey mentioned The Trustee Project survey from the University of Kentucky, with encouragement for members to participate. The survey's findings on trustee motivations sparked reflection on board communication, empowerment, and purpose.

Pre-Meeting and Post-Meeting Coordination

The board reviewed ways to improve meeting preparation and follow-up. While discussions outside official meetings are limited by Oregon's open meeting laws, members agreed that brief pre- and post-meeting check-ins between the Chair, Vice Chair, and Library Director could enhance efficiency and ensure readiness.

Liaison Reports and Coordination

Members discussed improving communication between board liaisons and partner organizations. It was suggested that liaisons review talking points with the Chair or Director beforehand to maintain consistency and alignment with board priorities.

Meeting Efficiency and Agenda Management

Drawing on training takeaways, members supported adding time estimates to agendas and placing action items first, and moving the reports to the end of the agenda. Scheduling guest speakers and staff presenters at set times, especially for virtual participants, was recommended to improve flow and respect presenters' time. Additionally, it was agreed that when advance access to materials cannot be provided, printed copies of reports and slides will be distributed to Board members at meetings. When information is available beforehand, Board members will review the materials in advance and submit any questions to the Director before the meeting to support efficient and productive discussions.

Information Sharing and Preparation Materials

Library Director May noted that training slides and materials from the virtual conference will be posted on SharePoint for board members to access.

Board Composition, Term Limits, and Succession

Director Tarantsey inquired about the possibility of expanding the board for broader representation. Director May

will contact SDAO to confirm whether such an expansion is possible. Director Kiefer spoke about term limits, which was brought up in one of the sessions. While the decision on this matter does not rest with the board, members emphasized the importance of maintaining a balance between continuity and fresh perspectives, supported by a strong and collaborative board culture.

Board Culture and Relationship Building

Director Jensen expressed interest in informal gatherings, such as coffee meetups or brief social sessions, to strengthen relationships and improve communication. These small efforts were seen as valuable for fostering a positive and collaborative board culture.

Professional Development and Upcoming Conferences

The Library Director highlighted upcoming opportunities, including the SDAO Conference in Seaside, OR February 6-8, 2026, and the OLA conference in April. Members were encouraged to attend, and it was noted that SDAO may form a Library District Interest Group to enhance statewide collaboration.

Closing Discussion

The meeting closed with appreciation for productive discussions and a focus on maintaining efficient, inclusive meetings. Members briefly discussed follow-up actions, policy verification, and potential future social gatherings with a book exchange for the Holiday season.

ADJOURN

President Kiefer adjourned the meeting at 4:47 p.m.

/s/ Yoli Diaz
Recording Secretary