

REGULAR BOARD MEETING
Tuesday, October 5, 2004 4:30 pm
Rodriquez Annex

Members Present: Marie Glenn, Stephen Hillis, Naomi Jacks, Susan Stovall, Leslie Weigand

Staff Present: Dallas Shaffer, Interim Director, DeRese Hall, Jane Stelle, Peggy Steele

Visitors: Candace Fronk, Mike Gentry, Susan Matheny

1. The meeting was called to order by Chairperson Leslie Weigand at 4:31 pm.
2. Introduction of Visitors and Public Comment

A. Candace Fronk of Harrigan Price Fronk & Co.LLP discussed their draft Annual Financial Report for the Year ending June 30, 2004. She said the library district had a clean bill of financial health and commended Peggy Steele for all her hard work. She noted that the library began FY 2005 (\$240,828) with slightly more reserves (\$223,618) than the beginning of FY 2004 and recommended that the Board built reserves to avoid having to take out bridge loans until tax receipts are received.

Ms. Fronk also informed the board that legally they can move items between categories in the operating budget by board resolution, as well as receive and expend donations and grants, but a supplemental budget is required if more tax money than the adopted budget is to be spent. She recommended that board resolutions prior to year's end should reflect any changes in the bottom lines of each major category.

The issue of where reserves should be kept was discussed and Ms. Fronk said the library had limited investment options since it is illegal to invest in any instrument where a commission is paid. She did note that the money in the Treasurer's Office is actively managed and that in the bank saving account is not.

She discussed the Management's Discussion and Analysis Report prepared by Peggy Steele and asked the Board to review it and sent her any comments by October 18. After that date she will finalize the report and send copies to the Library.

B. DeRese Hall thanked the Board on behalf of the staff for closing the library October so that eight staff members could attend the Central Oregon Library Conference at Eagle Crest. Four board members attended as well.

3. The agenda was approved with flexibility; moved Stovall, seconded Glenn, passed.
4. The minutes of the September 7 Board meetings were approved as amended. The segment on LEO was altered to include the phrase “for LEO’s intent and purposes to assist them in grant applications.” Moved Stovall; seconded Jacks, passed.
5. Financial, Circulation and Youth Reports
Peggy talked about her relief at receiving a clean audit and requested an Executive Session meeting with the Board regarding the change in her duties.
6. The District Budget Committee will receive a letter informing them of the clean audit. Dallas Shaffer will write on behalf of the Board.
7. LEO. The Board discussed whether this was the appropriate time to start participating in LEO Board meetings. The decision was to postpone this until the recruitment and IGA are completed. Leslie will write Lynn Craig a note to this effect.
8. Policies. The Board reviewed and approved the Library District policies in the spring. Since then Board has been looking at additional possible changes. The decision is to table this action for the time being except for one policy clarification requested by DeRese because of a discrepancy regarding the probationary period for new employees.

Probationary Period Policy. New employees will have a six month probationary period which may be extended by the Director for a further six months. It was moved by Hillis, seconded by Stovall, passed.
9. 509-J Contract. It was moved by Glenn, seconded by Jacks, and passed to accept an agreement with the School District to reimburse the library \$1,700 for Jane Stelle’s time conducting book discussion groups after school at the four elementary schools and the middle school. It is compensation for time lost to the library.
10. Statewide Meeting in Pendleton. The Board approved Dallas Shaffer’s attendance at the Oregon Collaborative Conference at the Tamastslit Cultural Center near Pendleton in order to work with Julie Quaid and Jim Schepcke on the LSTA automation grant. There is no out of pocket cost to the library.
11. The Board went into Executive Session at 6:30 to discuss personnel issues in accordance with ORS 192.660(2)(i). Board member Stephen Hillis left at this point.

12. The Board emerged from Executive Session at 8:16pm.
13. Glenn moved, Jacks seconded and it was moved to accept the recruitment package presented by the Recruitment Committee as modified by the Board in Executive Session.
14. The Board authorized Dallas Shaffer to work with an automation consultant and Michael Gaston to prepare a scope of work and cost proposal.
15. The meeting was adjourned at 8:20.

Future Meetings:

Tuesday October 26, 3 pm. Special Meeting Executive Session, Personnel (Recruitment Process)

Tuesday November 9, 4:30 pm Regular Meeting with Executive Session Personnel (Steele)

Thursday, December 2, 4:30 pm Regular Meeting with Executive Session Personnel (Recruitment)

Tuesday, January 11, 4:30 pm Regular Meeting

Prepared by Dallas Shaffer, Interim Director