

SPECIAL BOARD MEETING  
Tuesday, October 26, 2004 3:00 pm  
Rodriquez Annex

**Members Present: Marie Glenn (joined the Board at 4:30 pm), Stephen Hillis, Naomi Jacks, Susan Stovall, Leslie Weigand,**

**Staff Present: Dallas Shaffer, Interim Director, DeRese Hall**

**Visitors: Joseph Ford. Automation, Networking and Data Communications Consultant, Jennifer Alderson**

The meeting was called to order by Chairperson Leslie Weigand at 3:00 pm.

1. The consent agenda (agenda with flexibility; approval of October 5, 2004 minutes) was approved.
2. The Film Committee Report was distributed by Stephen Hillis for discussion at the next meeting.
3. Joseph Ford, Automation Consultant made a presentation to the Board about the work he is doing regarding JCLD and Warm Springs contracting with Deschutes Library for automation services. Joe discussed the current state of our equipment, backup systems, telecommunications and the possibilities of wireless connections. He answered a number of questions from the Board and assured the Board that this upgrade in the automation system will be a huge step forward in service to the public for the JCLD. He will submit an interim report in November and a draft of the final report in January.
4. Approval of Joseph Ford's contract. Stephen Hillis moved that the Board approve a fee of \$7,500, JCLD's share of Joseph Ford's contract. It was seconded and passed.
5. Director's Report
  - A new timesheet format has been prepared by Peggy Steele for use by the staff.
  - The director is developing a new schedule for full-time and salaried employees to ensure patrons receive service from experienced staff all hours the library is opened. She has received input from the staff and will implement the new schedule upon her return November 29, 2004.
  - The Director notified the Board that the color printer needs to be replaced and she will do so, since it falls within the purchasing limits authorized by the Board.
  - Truancy issues – A high school staff member contacted the staff regarding notifying the school district if truants are in the library during school

hours. This raises a number of privacy and staff responsibility issues. Stephen volunteered to follow up with the school district and report back.

6. The Board went into Executive Session at 4:00 to discuss personnel issues in accordance with ORS 192.660(2)(i). The topic was the recruitment of a new director.
7. The Board emerged from Executive Session at 5:00. No action was taken.
8. The meeting was adjourned at 5:05

Future Meetings

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

Tuesday, January 11, 4:30 pm, Regular Meeting

Friday and Saturday, January 14 and 15, Director Interviews

Prepared by Dallas Shaffer, Interim Director