

JEFFERSON COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MEETING MINUTES

May 9, 2006

PRESENT: Marie Glenn, Stephen Hillis, Susan Stovall, Leslie Weigand.

STAFF: Sally Beesley

VISITORS: Gloria Comingore

Susan Stovall, called the meeting to order at 6:05 P.M.

Welcome

Gloria Comingore stated that she liked our library and wouldn't have moved here if we hadn't had a library.

Consent

It was moved by Hillis, seconded by Weigand to accept the minutes and financials. Motion carried.

Film Committee Report

The movies have been chosen for May and June. After a summer reprieve, the committee will meet in August to select films for September and October. There is also a film festival for youths under the age of 19 that will take place possibly sometime in May, 2007.

Community Read

Craig Lesley's book Sky Fisherman has been chosen for next year's Community Read book.

Director's Evaluation

A director's evaluation was held at noon, May 9, where accomplishments for the last year were reviewed as well as goals for the coming year.

Comments on the director's performance and accomplishments were positive. Especially noted were staff morale, grants received, establishment of relationships with area libraries and communication level with the board through a weekly report.

Goals for the coming year included:

- 1) Survey current outreach activities and report to board for discussion. Develop ways to serve teens, infants and elderly. Include outlying areas within the district (Crooked River Ranch, Camp Sherman, Metolius, Culver, and Ashwood).
- 2) Landscaping. New drip system, new plants and new retaining wall.
- 3) Complete architectural/facilities analysis study and cost breakdown.
- 4) Hold one art show and/or exhibit per year.
- 5) Complete policy development and bylaws review (governance model).
- 6) Budget. Explanation for each line item. Clear understanding of budget process and line items. Good communication about library funds with both the budget committee and board. Facilitate budget meetings. Add line item for Building Fund.
- 7) When communicating with board about long-range goals, etc., include plans for implementation, progress and completion of project.
- 8) Stay current on real estate options for expansion and/or building sites.
- 9) Completion of Regional Library System.

It was moved and seconded Hillis/Glenn to accept the director's evaluation and extend the director's contract to February 2008 and to include the same salary increase as the rest of the staff for the fiscal year 06/07.

Holidays that fall on a Saturday

Current policy states that when a holiday falls on a Saturday, the library will close that day and staff that do not work Saturday are to take one day off in the week preceding the holiday. As this creates scheduling problems, it was decided that the policy be changed to staff taking a day off sometime during the month. Beesley will write up a new policy to present to the board in June.

Annex

It was moved (Hillis) and seconded (Weigand) to accept the change as presented by Beesley, to the annex rental policy so it states that there must be one adult for every ten minors at events taking place in the annex. Beesley will create a document that annex users must fill out that lists chaperone responsibilities as well as who the chaperones will be and present it to the board in June.

Governance by Policy

There will be a board workshop/retreat on July 11 with Margot Helplhand to implement governance by policy as well as create a vision, goals, and facilities plan. This is made possible by a grant from the Ford Family Foundation. Susan will check to see if the Riverhouse is available for the meeting.

Grants

A resolution accepting grant monies from SDAO, The Oregon Community Foundation, and the Ford Family Foundations was accepted, signed and filed in the new handy dandy Resolutions and Motions notebook.

Pamplin Monies and shelving

It was agreed that new shelving for the library would be purchased using part of the donation made by the Pamplin Institute. A plaque recognizing the Pamplin Institute for their donation will be placed on the new shelving.

Agenda Building

Final budget proposal and budget hearing

Report from Beesley *(who will not forget)* who will contact Ruth Metz and Jeannie Goodrich about consulting for the library about new facilities.

Landscaping – Sean Caudell will be contacted about proceeding with just the library landscaping (excluding annex and North side of library) and Beesley will report back to board.

Meeting was adjourned at 6:50 PM. We sure got a lot accomplished in 45 minutes!

*Respectfully submitted,
Sally Beesley
Clerk of the Board*