

# JEFFERSON COUNTY LIBRARY DISTRICT BOARD OF DIRECTORS MEETING MINUTES

August 9, 2005

**PRESENT:** Stephen Hillis, Marie Glenn, Catherine Luther

**STAFF:** Sally Beesley

**VISITORS:** none

Marie Glenn, called the meeting to order at 4:32 P.M.

## **Minutes**

Minutes of the 7/19/05 meeting were accepted as amended.

## **Financial Reports**

It was moved (Hillis/Luther) to accept financial reports for June and July. Motion carried. It was requested that in the future the financials be in a yearly format, not monthly. Beesley will discuss this with Mick Knobel.

## **Report on Crooked River Ranch**

Beesley gave a report of her visit with Todd Dunkelberg in Redmond. They discussed the residents of Crooked River Ranch that are neither in the Deschutes District or the Jefferson County Library District, but still receive library services. The solutions to this were discussed: a non-resident fee could be charged to those who live outside the district, or the area could be annexed into one of the districts. Beesley plans to meet with Patsy Mault at the county offices to discuss how to determine who lives inside or outside the district. County could provide a list of those who are inside the district.

## **Policy Change on Monetary Gifts**

It was suggested that the policy on monetary gifts be amended to state that monetary gifts in remembrance of, or in behalf of be given to the Library Endowment Foundation. After some discussion on the wording it was moved & 2<sup>nd</sup> (Hillis/Luther) to accept change to policy. Motion carried.

There was some discussion on whether or not the Endowment Foundation should be a subcommittee of the Library Board. It might be a good idea to invite them to a board meeting and give a presentation on what their hopes are, and who serves in the foundation.

## **Staff Vacation Accrual**

It was moved (Hillis/Luther) that the discussion on Staff vacation accrual be postponed until the next board meeting. Motion carried.

## **Library Closure, September 19, 2005**

It was moved (Hillis/Luther) that the library be closed September 19, 2005 so the library staff can attend the Central Oregon Regional Conference at Eagle Crest. Motion carried. It was clarified that the staff will all ride together in the storytelling van to the conference and that staff members opting to provide their own transportation will not be reimbursed for mileage. All staff who attend the conference will be paid for hours spent attending the conference, and time spent traveling.

## **Surplus Property Discussion**

There was a discussion on what to do with surplus library property. We are no longer required to auction items off, and can dispose of surplus property in any way we decide, but we need to have a policy stating how it will be disposed of. Board members will try to write up possible policies. Beesley will check with other libraries to see what they do.

## **Library Director Evaluation**

Beesley presented a few different ways library directors are evaluated in other libraries. Hillis/Luther moved that a committee be formed to put together a temporary evaluation form and have it ready at the next board meeting, and that Stovall and Weigand be on the committee. This committee will be put together with the understanding that a more permanent evaluation procedure be put in place within a year. Motion carried.

The evaluation forms will be passed out to all board members at the next board meeting and each board member will fill out an evaluation form by October 1, 2005.

## **SDAO Training**

Hillis and Luther gave reports on the SDAO training of August 5, 2005. Hillis said that training was easy to follow, and there are a few things we need to do differently, such as: Minutes and budget reports from the standing committees need to be kept at the library. He also mentioned that it isn't required that we put meeting notices in the legal section of the newspaper.

Luther brought up that it might be stated in SDAO regulations that only one staff member may be salaried and that all other staff should be hourly. Glenn said she would call SDAO and ask. It was decided that further discussion of SDAO training would be postponed until the next meeting as there was so much information to cover.

## **Standing Committees**

Hillis passed out lists of people who are currently serving on the Community Read and the Film committees. It is expected that high school students will be joining the committees, as well as others. Hillis said he would see that the meetings be posted correctly in the newspaper.

## **Statistical Reports**

Hillis asked why statistical reports are being sent to the board members if it is not on the agenda to discuss. A possible answer that was presented was: to inform the board. Discussion about the statistics ensued which raised other questions: why do Warm Springs program statistics vary so greatly? Beesley explained that when class rooms come, there is high attendance, but people do not come on their own. It was then asked why Culver statistics were so consistently high. Beesley said she would check with Youth Services manager. Glenn wanted to know why Spanish circulation statistics were dropping. Beesley said she would ask Spanish Services coordinator.

**Director's Report** – included at the end of minutes. It was also requested that the Director, committee, and statistical reports be placed at the beginning of the agenda under Reports heading, which would come between Consent and Regular headings.

## **Agenda Building**

Director, committee, and statistical reports  
Staff vacation accrual  
SDAO training  
Library Director evaluation form

Next meeting will be September 13, 2005

Meeting was adjourned at 6:32pm.

*Respectfully submitted,  
Sally Beesley  
Clerk of the Board*