

Jefferson County Library District

Board Meeting

August 8, 2006

Rodriguez Annex

ATTENDEES

Present were Board Members Susan Stovall (chair), Stephen Hillis, Cathy Luther, and Leslie Weigand. Marie Glenn was excused.

CALL TO ORDER

Board Chair Susan Stovall called the meeting to order at 4:37 PM.

MINUTES AND AGENDA

The minutes from the July 11th regular board meeting were accepted and the agenda accepted as amended (Weigand/Hillis).

The agenda was discussed and it was decided that the time limitation on public comment be dropped until it is deemed necessary. It was also recommended that financials be discussed under Executive Limitations part of the agenda and that it is not necessary for the board to approve them every month. Hillis expressed the need to have some required board review as this will encourage board accountability of the budget. It was discussed and agreed to include Financial Conditions and Activities on the monthly agenda.

RESULTS POLICIES

Salary Schedule

The preliminary salary schedule was discussed by the board and all expressed approval of the idea so far. Future considerations are:

- Making the step increases based on merit
- How often step increases take effect (annual, bi-annually, etc.)
- Verification of Spanish Services Coordinator position
- Part time versus full time % step increases (Beesley will check with DPLS and see what they do)
- Luther will see that Beesley receives a copy of the hospital's process and discuss it with her.

- Effect of future minimum wage increases on salary schedule

Ruth Metz and Strategic Planning for Future Facilities

October 24 was chosen as a tentative date for an evening work session with Ruth Metz to discuss the process of building a new library. The time recommended was 4:30- 8:30. October 26 was chosen as an optional date.

Library Trends

Using DPLS procedures as a guideline, JCLD Director will provide an evaluative report on the statistical, financial, and Youth Services reports that the board currently receives.

It was also pointed out that different statistical procedures will need to be in place when the Regional Library is formed. The purpose being to have accurate representation of JCLD's trends.

Committee Reports

In compliance with the new governance policies to be implemented by the library board, the Library Director will gather reports from the Community Read Committee, the Film Committee, and other committees that may be created in the future, and present this report to the Library Board.

Hillis reported that the Community Read programs on Leslie Craig's book Sky Fisherman will be different than previous years. There will be a gathering of people who can share histories of the era in which the story takes place.

EXECUTIVE LIMITATIONS POLICIES

Contract with Deschutes Public Library

It was moved by Leslie Weigand and seconded by Stephen Hillis that the contract with Deschutes Public Library System that creates a regional library system between JCLD and DPLS be accepted. Motion carried unanimously.

Transfer of Designated funds Back to Film Center

It was decided that clarification is necessary before further action can be made. Mick Knobel will be consulted for this.

It was clarified that \$1000 has been budgeted for Community Read, and that the library director makes the decisions on how and if it is to be used.

Monitoring: Global Executive Constraint

It was determined that the Library Board is in compliance with the Global Executive Constraint policy as outlined in the new governance policies to be implemented.

GOVERNANCE POLICIES

Election of Officers

It was moved and seconded (Weigand/Hillis) that Susan Stovall be retained as the Board Chair for another year. Stovall accepted the nomination and the motion carried unanimously.

It was moved and seconded (Weigand/Luther) that Stephen Hillis be elected to the position of Vice-chair. Hillis declined the nomination stating that the board was better served by re-electing Marie Glenn as she and Stovall have worked successfully together.

Hillis then nominated Marie Glenn and Weigand seconded. Motion passed unanimously.

Adopt Policies and Calendar

(this item was added to the agenda at the beginning of the meeting)

Discussion: Weigand compared old policy manual with new governance policy and found all old policies to be represented in the new governance policy manual. Notable changes: Film Committee and Community Read Committee are no longer Board Committees, but are now Library Committees and under the direction of the library director.

It was therefore moved and seconded (Weigand/Luther) that the Jefferson County Library District accept the new Governance Policy Manual to replace the old policy manual and board by-laws, and that the Personnel

& purchasing portions of the old policy manual be placed under library policies governed by the library director, Motion carried unanimously.

(Stovall was excused at this point)

SELF REVIEW

The board was please and encouraged by the implementation of the new governance policy format and felt today's meeting went well considering that this was their first attempt at this new format. All were comfortable with and acknowledged the learning curve that is and will be in place as the new procedures are mastered.

Agenda building was discussed. Weigand expressed that agenda building should still be part of board meeting. Hillis and Luther said it wasn't necessary. It was decided that there could perhaps be a section at the end called "items to consider at next meeting." *(or something like that, can anyone help me out here, I kind of lost track of where this ended up.)*

Weigand will proof the new governance policies. Page numbers will be added and date of adoption. Luther suggested a box be put at the bottom where future review dates can be added.

Items to be considered for next Board Meeting

- Salary Schedule
- Ruth Metz meeting

Next board meeting:

September 12 – Stovall and Beesley will not be in attendance as they will be out of town. Beesley will ask Jane Ahern to be present and take minutes.

Hillis adjourned the meeting at 6:25 PM.

Respectfully submitted:

Sally Beesley

Library Director