



**Board Meeting Minutes**  
**January 8, 2008**  
**Rodriguez Annex**

**ATTENDEES**

Board Members Present: Marie Glenn, Cathy Luther, Susan Stovall, Leslie Weigand, and Stephen Hillis.

Staff members: Sally Beesley, Director, Jackie May, scribe.

**CALL TO ORDER**

Hillis called the meeting to order at 4:37 PM.

**MINUTES AND AGENDA**

The minutes from the December 11 regular board meeting were accepted. (Weigand/Stovall).

There was no public comment.

**EXECUTIVE LIMITATIONS**

It was moved and seconded (Stovall/Glenn) to appoint Beesley as budget officer. Motion carried.

It was moved and seconded (Stovall/Luther) to accept the Asset protection monitoring report.

**BOARD GOVERNANCE**

**Annual Calendar.** The 2008 calendar was reviewed. It was noted that the board needed to monitor their governance policies.

**The Governance Quality and Costs** policy was discussed and reviewed. Discussion included possibility of bringing in consultants to help board to evaluate. Outreach to library users and general public was also suggested as a way to get in put on how well the board is doing its job. Service organizations could also be contacted to get our message out. Evaluation tools would be helpful. Surveys are also a possibility. It was mentioned that a patron complained about long holds lists. Beesley explained that

DPLS policy is to buy one book for every two holds, so wait shouldn't be too long. The board will review page 23 of the Jefferson County Library District Policy Manual in February.

**Re-election** It was noted that no board members would need to file for re-election this year.

**Audit.** It was moved (Stovall/Weigand) to accept the annual audit. Motion carried.

## **BOARD-LIBRARY DIRECTOR LINKAGE**

**Director's Report** (as emailed earlier to board members):

### **Library Board Priorities**

Director's Report for December 2007

#### **Priority #1 - 5 year building plan**

Preparations and planning for the Jan. 8 Needs Assessment Committee meeting are well underway. Clink Jacks, the facilitator, is preparing for the meeting

#### **Priority #2 – website development**

Nothing new to report.

#### **Priority #3 – Art Displays**

Neva Hunt is the featured artist at the library for the month of December. She has 5 paintings displayed on the wall above the computers.

#### **Priority #4 – School Connections**

Due to the holidays, reports are not in yet for the month of December. An update will take place at the February board meeting.

#### **Priority # 5 – Library and Annex Promotion**

Weekly articles continue to be published in the Madras Pioneer that highlight activities at the library. In December, Jane Ahern wrote one article on Children's activities at the library for the Holidays. Sally Beesley wrote an article on Food for Fines and an upcoming Salsa Dancing class. However, the Salsa Dancing class article was not published. Lorene Forman wrote a book review. The Annex was used 31 times during December for non-library related meetings/events.

#### **Priority #6 – Outreach to Seniors**

There is no report yet on outreach to seniors

### **Miscellaneous**

**Spanish Services** (Results Policy) Yirah attended Spanish Services Conference in Bend and probably contributed as much as she learned. Through this conference she received several assignments to contact local leaders in the Latino community. She continues to do outreach to the Latino population as well as give excellent customer service to Latino visitors to the library.

### **Children's Services** (Results Policy).

there were some great programs for the youth during December and attendance was good. The "Grinch" program was especially successful, with many people in attendance. Reports on actual numbers are not in yet.

**Food For Fines** was a success again this year with many people taking advantage of the opportunity to clear up their accounts. The Food Bank was very appreciative of the donated canned goods and their supplies were low. Thanks again to Board members who donated canned goods to this venture.

On December 21, there were some computer connection problems that occurred. This cut off our access to Millennium. The computers continue to be down as of this report. A great deal of credit goes to the library staff both at JCLD and DPLS for coming up with innovative ways to get books checked in and out without access to the database. This "challenge" really brings out how very fortunate we are to have such a capable library staff as the Library Director was off on vacation while all of this happened. They deserve full credit for carrying on library services under such challenging circumstances. The problem appears to be an issue with Qwest and has been difficult to resolve due to people out for the holidays.

SDAO sent an assessor, Aubrey Sakaguchi, to inspect the library and annex on December 14, 2007. Her report was received Dec. 31. The only recommendation was that emergency lights be installed upstairs and downstairs. A safety grant request was then submitted to SDAO for the purchase and installation of 2 emergency lights. We should hear sometime after January 15 if our request was accepted.

**Discussion of Director's Report.** It was clarified that Beesley would double check Pioneer invoice to make sure library not charged for article not printed. Coralee Popp is putting together an art display of photographs. Correction to table of contents for board policy book will be made. Lynne from DPLS has set up a laptop so that books can be checked in & out while new router is being installed.

**Results Monitoring Report** was postponed until February as computer database was not accessible for last two weeks for statistical information.

**Needs Assessment** meeting to follow this board meeting. All board members agreed to help with preparation of meeting. It was clarified that the board's role was to listen to public in put. Clint Jacks, the facilitator, would be arriving shortly after 6 PM.

### **Agenda Building**

Hillis to report on pg 22 of policy manual for governance monitoring

Luther will not be present.

Kathie Olson's book on the Library history (discussion)

Results Policy Monitoring Report

Director contract and evaluation

Budget committee & calendar

Meeting review was positive.

The meeting was adjourned at 5:45 PM.

*Respectfully submitted:*

*Sally Beesley*

*Library Director*