



**Board Meeting Minutes
February 12, 2008
Rodriguez Annex**

ATTENDEES

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

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

CALL TO ORDER

Hillis called the meeting to order at 4:30 PM.

MINUTES AND AGENDA

The minutes from the January 8 regular board meeting were accepted as amended. (Weigand/Stovall).

There was no public comment.

The agenda was amended to include Director Evaluation and discussion of Kathie Olson's publication on the history of the library.

There was discussion on putting together the agenda, & referring to previous meeting minutes for agenda building.

EXECUTIVE LIMITATIONS

The Budget Committee and Budget calendar was presented to the board.

**Budget Committee and Calendar
Jefferson County Library District
Annual Budget 2008-2009**

JCLD Budget Committee Members – 2008

Terry Drew 2 nd year	475-0505	drew@mycommunityfirst.com
Jann Earnest 3 rd year	475-7350	jearnest@509j.net
	475-7253	Middle School
Angela Rhodes 2 nd year	475-2238	Gruner Chevrolet
		angelar@ggruner.com
Bill Vollmer 1 st year	475-7024	bvollmer47@msn.com
Chuck Alexander 1 st year	475-2821	cwalexander62@yahoo.com

Library Board Members

Susan Stovall	475-3953	sstovall@crestviewcable.com
	Fax 475-9106	
Leslie Weigand	475-6935	craigleslieweigand6@msn.com
Marie Glenn	475- 3347	dmglenn@crestviewcable.com
	475-7253	Middle School
Stephen Hillis	475-6448	shillis@crestviewcable.com
Cathy Luther	475-1818	tluther@crestviewcable.com
	475-3882 ex 2309	Hospital

Library Director

Sally Beesley	475-4678	sally@jclld.org
	Fax 475-7434	Cell 777-0569

Accountant

Mick Knobel	475-3933	mick@crestviewcable.com
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Important Dates

March 12th – Publish 1st budget committee meeting in newspaper (Sally)

March 26st – Publish 2nd budget committee meeting in newspaper (Sally)

April 8th – Budget Committee meets (with Board)

- Elect chair, vice chair
- Receive budget message
- Hear public
- Set dates for future meetings
- Adopt rules of order

May 7th – Publish Notice of Budget Hearing (Sally)

May 13th – Budget Committee 2nd meeting (Budget Committee & Board)

- Budget Committee approves budget (hopefully)

May 18th – Publish budget summary and notice of Bud. Hearing in newspaper (Sally)

June 10th – Budget Hearing (Board)

- Enact Resolution to Adopt Budget
- Resolution Making Budget Appropriations
- Resolution Imposing and Categorizing Taxes

July 15th – Last day to submit Tax Certification Documents (Sally)

- Don't forget Wasco County

Compensation & Benefits

It was moved and seconded (Weigand/Stovall) to accept the Compensation & Benefits monitoring report.

BOARD GOVERNANCE

Board Monitoring reports were postponed for more preparation. It was clarified that page 22 would be reported on by Hillis and 23-25 were to be reviewed by the board. Clarification on how to monitor board policies will be discussed at the Feb 26 board work session.

Gifts of Art. Board agreed to remove the last line of the gifts of art policy (General Operating Policies). Board requested to be informed of changes to General Operating Policies.

BOARD-LIBRARY DIRECTOR LINKAGE

Delegation to the Library Director Monitoring Report. It was moved and seconded (Weigand/Stovall) to accept the report. Motion carried

**Director's Report,
February 12, 2008:**

Priority #1 - 5 year building plan

First meeting of the Needs Assessment Committee went well with 15 community members, 4 board members, library director, and facilitator, Clint Jacks attending. The hour and a half discussion concerned services that the committee members would like to see in the community in the future. These services were categorized and emailed to all in attendance at the meeting.

Priority #2 – website development

The downloadable audio books are now available directly through the online catalog with the rest of the materials in the collection. They can be accessed by title, author, or subject like any other item, or can be searched under the audio books link. The link that originally went to the NetLibrary website now goes directly to the catalog. A note explaining the change is also where the old NetLibrary link was.

Priority #3 – Art Displays

Photographer Tom Miller is the featured artist for the month of February. He has 8 wonderful photos on display above the public computers, most of local areas and events. Bing Bingham has agreed to put up a display for March.

Priority #4 – School Connections

A notice was sent out to all teachers in the Jefferson County School District reminding them that the library has a telescope, decibel reader, and GPS unit available for checkout. Flyers inviting teens to the anime activity are being distributed and displayed at the high schools and middle schools. Reports on visits made to the schools during December and January are not in yet. The life skills class from the high school visited the library.

Priority # 5 – Library and Annex Promotion

Weekly articles continue to be published in the Madras Pioneer that highlight activities at the library. In January, Jane Ahern wrote one article on the Anime activity for teens. Sally Beesley wrote an article on the New Year's resolutions, care and protection of books, especially around water. The Annex was used 43 times during January for non-library related meetings/events. There were 10 library sponsored activities in the Annex.

Priority #6 – Outreach to Seniors

There is no report on outreach to seniors

Miscellaneous

The monthly staff meeting for January was held on the 2nd while school was out for the holidays so all but one staff member was able to attend. This gave us the opportunity to review all the new circulation procedures that have been implemented over the last 9 months to make sure everyone was doing things correctly.

Community Read (priority 4,5,6) David Relin, the author of this year's CR book "Three Cups of Tea" is confirmed for May 2. Great Earth will be involved with food ideas. Jefferson County Trust has agreed to give CR money, but the amount hasn't been decided yet. The books CR bought are now in the library and ready to check out. We have an agreement with Deschutes that these books can only check out to JCLD patrons until after the May 2 event. Since there are about 50 holds on the book, all the copies would have gone immediately to DPLS patrons without this exception. DPLS was very understanding about this and willing to accommodate.

From looking at our statistics for January, it was a busy month. Circulation was up, door count was up, internet usage was up. This is a pleasant surprise, as January tends to be quiet around libraries. Last year's January statistics aren't a good comparison as the library was closed for a couple of weeks for painting and re-carpeting.

It was moved and seconded (Stovall/Glenn) to accept director's report. Motion carried.

Discussion:

change page headings in Policy manual. Budget issues: expenses to DPLS, insurance expenses to be clarified. Presentation on library trends by director for work session. Explanation that Annex mortgage moved from mortgage expenses category to debt services category in financial reports. It was also agreed that the Director's Report should date the day it is presented rather than the month it is reporting on.

RESULTS POLICIES

The Results Monitoring Report was discussed and suggestions for completing and presenting report were made. Director to continue improving report and having ready for Feb. 26 work session. District Boundaries clarified – same geographical area as ESD, not 509J school district. It was also noted that 565 taxing lots are in Crooked River Ranch, worth \$47,553,469.00. graphs were suggested for the Results Monitoring Reports. Each result report to include 3 guidelines stated at beginning of Results Policy.

Director evaluation: board members and 2 staff members to complete Director evaluation forms. Director will do self review. Board encouraged to use whatever resources to help with evaluations. Walk abouts in the library suggested as help in evaluation.

Needs Assessment. Will plan "next steps" at Feb 26 work session. Time to inform staff of findings so far and get staff in put. There will be another Needs assessment meeting in March.

Kathie Olson's book on the history of the library is at printers. A book signing/celebration to be planned. Refreshments suggested. Publication partially paid for by grant. Will set a date for sometime in March, not spring break which is last week of March.

Agenda Building

March 11 Regular board meeting

Hillis to report on pg 22 of policy manual for governance monitoring
Board monitoring discussion on pgs 23-25 of manual (Board Operations)

Board will have read and be ready to comment on
Financial Planning and Budgeting
Adopt Board Priorities for 08-09
Olson book signing

Feb 26 work session:

Board Priorities
08-09 Preliminary Budget
Results Policy Monitoring Report
Needs Assessment next steps

Meeting review: prep for meeting difficult. Worked out okay.
Communication needs to be better between meetings.

The meeting was adjourned at 6:10 PM.

Respectfully submitted:

Sally Beesley

Library Director