



**Board Meeting Minutes**  
**March 11, 2008**  
**Rodriguez Annex**

**ATTENDEES**

Board Members Present: Marie Glenn, Susan Stovall, Leslie Weigand, and Stephen Hillis. Cathy Luther excused.  
Staff members: Sally Beesley, Director

**CALL TO ORDER**

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

**MINUTES AND AGENDA**

The minutes from the Feb 12 regular board meeting and Feb. 26 work session were accepted as amended. (Weigand/Stovall).

There was no public comment.

**EXECUTIVE LIMITATIONS**

Financial Planning & budgeting. A written monitoring report as well as a general financial report was submitted. Board generally agreed that a written report will be given every 3 months along with a financial report. The report was accepted (Weigand/Stovall)

Financial Condition & Activities Monitoring Report was accepted. (Stovall/Weigand).

Discussion of proposed 08-09 Budget. It was clarified that Summer Reading Program funds are split between two budgeting years. There was also discussion about employee compensation. This included cost of living increases as well as a fifteen cent increase due to minimum wage. It was decided that the board would direct what percentage of the budget would be for employee compensation, and the director would work out the details of benefits, wages & HSA. Director will present a detailed breakdown of employee compensation to the board. It was also discussed that if janitorial services changed, a cleaning company would be

contracted rather than hiring an employee. Bids will be put out before contracting.

Deschutes fees. It was clarified that JCLD pays DPLS to catalog books. Although staff no longer has cataloging responsibilities, they've been busy cleaning up records and rebarcoding the collection. In the future, staff will be assigned other duties to better fulfill board priorities. In other words, although some staff responsibilities have been shifted to Deschutes Library, we are able to retain staff and reassign. The monetary savings is in the fact that current staff will be sufficient to run the library without adding more staff members. Some cataloging responsibilities may be transferred back to JCLD eventually. It was also noted that JCLD staff is pulling around 1200 books for Deschutes while Deschutes only has to pull 200-300 every month. This was expected due to the much larger population in Deschutes County. Holds for JCLD patrons was also discussed. Although there is more of a wait now, it is working out as the Bend library buys multiple copies of popular books.

Voice mail was discussed. Director reported that it had been looked into briefly six months ago, but this was put off due to other more pressing matters. A used system would be less expensive and will work well with the current phone system.

Cost of living increase for employee with frozen salary was discussed. It was agreed that the new salary schedule addressed parity and the director's decision on allowing COLA to employees who are no longer receiving step increases would be acceptable.

Director contract was discussed and will be signed within the week. It was noted that amendments to contract can be made if deemed necessary. Staff benefits were also discussed again. Comparing employee compensation with other libraries might be more helpful if individual wages from other libraries were known. State statistics do not give that level of information. We have salary schedule & current employee benefits. Director will present breakdown of employee compensation for the 2008-2009 fiscal year for board approval.

It was clarified that the board will review proposed budget at next board meeting before the budget committee meeting.

## **BOARD GOVERNANCE**

Quality and Costs (pg.22) Hillis presented a chart to keep track of board monitoring reports. It was generally agreed that this will be a useful document.

Hillis presented written report (included at end of report) on Quality and Costs.

Board Operations. It was noted that the board was not following Board Operations 3e correctly. It states that revised policies were to be considered twice: introduction at first meeting, further deliberation and vote at second meeting. It was decided that board will follow it correctly in the future. It was also clarified that Robert's Rules of Order Newly Revised may be followed but are not mandated. Emergency meetings were discussed. It was moved and seconded that we accept board monitoring report for Quality and Costs. (Weigand/Stovall) Motion carried. Dates will be added to the chart created by Hillis.

Board Priorities. 08-09 board priorities suggestions were reviewed and discussed. It was undecided whether or not staff pictures should be posted on the website. Options for website content were discussed. Current level of connection with schools to be maintained. Displaying school projects and communicating library services to schools are ways the library can better serve the schools. The library could contribute articles to the school district newsletters. Director should create contacts at school, not just Youth Services Librarian. Measurable results such as increased attendance at storytimes, were also discussed. Displaying storytime art was discussed. Off the Shelf articles could be published in other publications. There are many ways and avenues through which the library could be promoted. Director could join service organizations such as Rotary. We will continue to look at these priorities and clarify what they are.

East Cascade Living Center. It was moved and seconded (Weigand/Stovall) **not** to accept a tax exemption for East Cascade Living Center. Motion carried (Weigand/Hillis/Glenn/Stovall. Luther abstained)

### **BOARD-LIBRARY DIRECTOR LINKAGE**

**Director's Report**, It was moved and seconded to accept the Director's Report and add it to the minutes. (Weigand/Stovall)

### **Library Board Priorities**

Director's Report, March 4, 2008

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

Second meeting of the Needs Assessment Committee was held on Feb. 12 at 6:30PM. Maura Schwartz was the facilitator. Members of the community contributed to the discussion of services the library could address.

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

A picture of the board members was added to the website. Director contact information was added to the contact page. Board minutes are current through January, 2008. Community Read, Kam Wah Chung program, Bit Mobile, and March movies are all updated on website. Dion also added a new menu in the upper left corner that can expand and contract.

### **Priority #3 – Art Displays**

Photographer Bing Bingham is the featured artist for the month of March. He has 5 serene photos on display above the public computers, most of local areas and events. Tom Miller's display in February received many positive comments. April display will include art work of the Helen Hering home that recently burned down. An "Off the Shelf" article was submitted to the Madras Pioneer asking members of the community to bring in their photos, paintings, sketches, etc. of the historic home. I am also working with The Museum at Warm Springs to display student art work currently on display at the museum.

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

There were 22 story van visits to local grade schools. Jane did some booktalks at the middle school which went well. Many of the students came in looking for books she told them about. She is scheduled to do more booktalks at MHS and Buff Elementary. She has not heard back from other elementary schools about booktalks, but was told that they were busy with testing.

I met with Jane and informed her of the board's desire to set viable and meaningful board priorities for the library. She wrote up the following report so we would have a better understanding of what the library is already doing in connection with schools.

#### **Priority 3—Connect with schools**

**Newsletters:** We do put summer reading notices in the newsletters. I don't regularly put other stuff in the newsletters, but I do occasionally send them something.

**Project Reach:** I recently invited Kaari Lorentson, 6<sup>th</sup> grade teacher, to display Project Reach at the library. The middle school has done that before.

**Kids Club:** The library board might not realize it, but I'm on the Kids Club board, so I'm very in touch with what's going on at the club and I have lots of ideas for getting small Cultural Trust grants to do partner projects with the club.

In fact, I recently obtained a small grant to fund art classes over there at the club. Some of the classes will be similar to the after-school art program we had here at

the annex, focusing on the techniques used by a specific picture book illustrator. I will be at the club to help out during the classes.

Part of that same grant will go towards buying art supplies so that the kids can put on an art show towards the end of the school year. I have invited them to display the artwork at the library. I don't know if they'll do it, but the invitation has been extended.

In the past I have done book clubs at the Boys & Girls Club and I hope to be able to do them again next school year. I can probably get another Cultural Trust grant to buy books that the kids can keep.

The Boys & Girls Club has always brought kids to our summer reading programs and I'm sure the Kids Club will continue to do so.

Personal relationship with faculty: I have personal relationships with **lots** of teachers, school support staff, and school administrators. Some are in-laws, some are in Kiwanis with me, some are in my adult book clubs, some I have gotten to know through school visits, library tours, etc. and many others are personal friends from various contexts.

Lorene also has lots of friends who are teachers.

I have given them flyers and postcards to hand out to kids about library events. Sometimes I send postcards for Lorene to hand out. I often go to the schools and put up flyers about upcoming events.

The library has done lots of cooperative projects with the schools over the years.

You have to remember that the schools are bombarded with businesses and organizations that want to reach kids through their teachers. The library is different from many of those organizations because we support the schools' educational efforts, but even so I don't think it's a good idea to wear out our welcome with constant requests to visit the classrooms, to hand out flyers, etc. I try to use that resource judiciously.

I have noticed in recent years that fewer teachers are bringing kids for library tours in the spring. The teachers want either a library tour or a visit from me to talk about summer reading program, but they don't want both because they spend so much time testing that they have a hard time squeezing other things in.

Testing has made it difficult for me to get into the schools for booktalks too.

And don't forget that Lorene is in the elementary schools every week.

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

Weekly articles continue to be published in the Madras Pioneer that highlight activities at the library. In January, Promotional materials for E-Filing on the Bit Mobile and the Kam Wah Chung programs were done.

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

I met with Cathy Dominguez at Aspen Court on Feb. 14. We developed a plan to jointly sponsor author visits to Aspen Court that the whole community will be invited to. We decided to sponsor 4 of these programs per year. The library furnished author names and contact information, Aspen Court will pick dates and do publicity. Library staff will be present to introduce speaker.

Lorene gave a story time at Aspen Court that the residents really enjoyed. She is reading a Max Brand novelette. There were about 9 people at the first reading and 20 at the second. She received an applause at the end of the second reading and staff members mentioned that they didn't get any work done while she was reading as they got caught up in the story as well. Over all, a big success.

## **Miscellaneous**

**New Grant** We received notice from SDAO that we have been granted \$109 to help purchase and install emergency lighting for the Annex. These are lights near the exit that will come on should the power fail, so people can leave safely. (Results Policies 2 & 4)

Lee Boutell, a local home appraiser, fixed thresholds in Annex, and put insulation around water heater, helping make the building more efficient. All his work was volunteer.

There was an attempted break in at the Annex. Someone broke a window pane and tried unsuccessfully to pry the window open. Since we had to replace the broken window pane, we also got two other cracked windows panes replaced at the same time. The dead bolt on the Annex was also repaired. (Results Policies 2 & 4)

**Community Read** (priority 4,5,6) David Relin, the author of this year's CR book "Three Cups of Tea," program date was changed to May 16 as requested by Relin. This is the same evening as the banquet for Collage of Culture, but we are still confident that there will be a good turnout. Great Earth will sponsor a food tasting on May 10. Copies of the books are circulating well. The library is also selling copies for CR as there is no book store in Madras anymore.

**Statistical Report** Volunteer hours have been steadily increasing since September. It's good to see more members of the community interested in the library. I'm not exactly sure why, we haven't been actively recruiting volunteers. Circulation statistics for the last three months have been increasing as well. Maybe we just have a really cool library. I am also please that the new downloadable audiobooks are doing so well. 75 books were downloaded last month. That's about twice as many as used NetLibrary (the old system) during a one month period. (Results 4 & 5)

**Minutes** To better facilitate minute taking at board meetings, Dion set up the laptop to record everything being said during board meetings. This will help us all have a more accurate accounting of what was discussed and decided. The recordings can be saved as an MP3 file. I also experimented with several different microphones until I found the one that seems to pick up sound the best. I practiced with it at staff meeting and was pleased with the results. I will bring it to board meeting on March 11.

### **Youth Services report by Jane Ahern**

We did our first teen movie night in February. I think the kids and adults who were there enjoyed it, but next time we need to get more kids there. We have tentative plans for a teen movie night in May centered around Bollywood.

I did some booktalks at the middle school which went well. Many of the students came in looking for books I told them about. I am scheduled to do more booktalks at MHS and Buff Elementary. I have not heard back from other elementary schools about booktalks, but was told that they were busy with testing.

In March the Girls Advisory Board will be sponsoring a self-defense workshop. The TV Turnoff Week committee has started meeting. I'll be going to the spring workshop in Salem. Yirah and I will be doing an early literacy presentation for parents at the Children's Learning Center. (Results 1, Priority 4)

### **Spanish Services report by Yirah Marerro**

After a few requests from patrons and staff members I finally did a Salsa dance class! There were about 20 participants. Other than the carpeted floor everything else went very well. We did a little survey after the class and got very positive feedback. I've gotten many more requests for another salsa class so I'm planning to do another one soon. Our salsa group photo was published 1/16/08.

From January 18<sup>th</sup> to February 15<sup>th</sup> I taught a Spanish Class to a group of Homeschoolers. This is my second year doing it. I absolutely love these kids. They are such "happy to learn" kids and very appreciative. I usually had from 25-30 students present. (ages ranged from 3 to 19 years old). A Spanish Club group photo was published 2/27/08 in the Madras Pioneer.

Even though I wasn't really planning on doing another one because of all the time it takes me to do the curriculum and get ready, the parents are already calling and e-mailing me to ask when am I going to do it again!

My Wednesday Spanish Storytimes have been going very well. Next week about 12 kids will receive a special prize for attending our Spanish Program 10 times in a period of three months. (Results 1, 4)

**RESULTS POLICIES**

Michael Gaston meeting. It was decided to meet with Michael Gaston on Thursday, April 24 at 9 or 10 AM. Stovall will contact Gaston to verify.

Olson book signing. Tentative April 10<sup>th</sup> date for event. More info to come. Future Facility idea. Director mentioned that patron had suggested partnering with Pamplin Institute. It was generally agreed that working with the Institute would not be a good option.

Executive session was not held. Director Evaluation was reported on. Contract is prepared. Beesley will print out contract and have Stovall and Weigand sign. Evaluation team did not find anything of concern that the board should know about and were allowed to proceed. Board members may review documents if they would like.

### **Agenda Building**

There was no agenda building or self review.

The meeting was adjourned at 6:26 PM.

*Respectfully submitted:*

*Sally Beesley*

*Library Director*