



Board Meeting Minutes
May 13, 2008
Rodriguez Annex

ATTENDEES

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

CALL TO ORDER

Hillis called the meeting to order at 4:35 PM.

MINUTES AND AGENDA

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

It was stated that accepting the minutes should deal with content, and that corrections to format, font, or typos do not need to be addressed in a board meeting. Recommendations for improvement to the appearance of the minutes can be communicated to the Director at any time. It was also suggested that grammatical or other corrections dealing with appearance of the minutes be emailed to the Director prior to board meeting rather than discussed during acceptance of the minutes.

There was also a question as to why bills are not presented to the board. It was clarified that new governance policies do not specify that board review each payment as they used to. It was also noted that all accounting is now handled by Mick Knobel which better insures correct accounting procedures.

Calendar – Board was reminded that they need to review (monitor) Global Governance Commitment (p. 14). All board members should read through this policy and be prepared to discuss compliance at the June board meeting.

It was also noted that an informal 6 month board and director evaluation needs to be added to the calendar for the month of October.

There was no public comment.

EXECUTIVE LIMITATIONS

Treatment of Staff Monitoring Report was accepted (Stovall/Luther).

Discussion – the board will receive an updated version of Personnel and General Operating Policies. Hillis and Beesley will develop language for the Board Policy Manual that states that the Director will not fail to notify the Board of changes to the Personnel Policy Manual and the General Operating Policy Manual.

08–09 Proposed budget. It was pointed out that the current proposed budget listed the non-inflated percentages. A comparison of the percentage of the budget for personnel services was made with previous years. Percentage of budget appropriated for personnel services has stayed between 55% & 58%. Director salary shows a 2% increase.

There was concern expressed about outreach and furniture funds not being spent for the current fiscal year. It was explained that the funds will be spent for furniture for Spanish area before the end of the fiscal year. Outreach programs haven't generated many expenses. \$2000 appropriated for 08–09 furniture shows what we hope to spend next year.

Although most of the information requested by the board was delivered, a more organized procedure would have been better. Governance policies do not spell out in great detail how the budget issues are to be presented to the board. It is important that personnel services be kept in sync with the rest of the budget as it does account for about half of our expenditures.

BOARD GOVERNANCE

There was no governance business to discuss.

BOARD-LIBRARY DIRECTOR LINKAGE

Director's Report, The board accepted the director's report and approved having it added to the minutes.

Director's Report, May 2008

Library Board Priorities:

Priority #1 – 5 year building plan

No new action to report

Priority #2 – website development

We (staff) continue to keep the website updated and try new features. The page Dion has been working on the most is the links page. Many community links have been added as well as some great organization to the pages. Dion has also been putting together some “how to” instructions for staff members who want to work on the website as well.

Priority #3 – Art Displays

May’s art display is by Bill Vollmer. His photographs include some artsy shots of the new Aquatic Center, Crater Lake, Smith Rocks, Condon & the coast. Coralee Popp is scheduled to bring by some sculpture work for the display case.

Priority #4 – School Connections

Jane Ahern gave 18 booktalk presentations at the Elementary schools during April to a total of 480 children. She also attended the regional meeting of Oregon Association of School Librarians at Westside elementary. She was the only public librarian there; the other attendees came from school libraries across Central and Eastern Oregon. Her main purpose in going was to connect with school librarians and to support Catherine Sergeant, the local school librarian who hosted the event.

Priority # 5 – Library and Annex Promotion

Weekly articles continue to be published in the Madras Pioneer that highlight activities at the library and book reviews.

The Friends sponsored a Chautauqua program that 21 people attended. Yirah had another Salsa Dance class in the Annex that was a big hit. The BitMobile was also here.

I’m still working with OMSI to get the polycom unit working. At this point OMSI’s tech people are talking with the cable company to get things straightened out.

Jane Ahern represented the library at the Oregon Encyclopedia Project workshop that the library co-hosted with the Jefferson County Historical Society. She gave a brief presentation on what services the library can offer researchers. She also participated in TV Turnoff Week activities by doing a storytime at the main event at the park.

Yirah attended the ESOL meetings and she and Jane did a literacy training session at the Children's Learning Center. Yirah and I also participated in the "Hands Around the Courthouse" activity for raising child abuse awareness.

Priority #6 – Outreach to Seniors

Many seniors were in the audience at the Chautauqua program about Abraham Lincoln. Most of the BitMobile class attendees were senior citizens. Lorene also did 3 storytimes at Aspen Court with 25 people at each reading.

Miscellaneous

CRR – I have been in touch with John Bowler who writes the CRR column for The Pioneer, and Frank Ferraro, the chair of CRR Homeowners Association. They both expressed their opinion that most people out there are okay now with the non-resident fees and seem to think of it as an acceptable way to receive library services. We've sold 20 non-resident cards, Redmond has sold 26.

Community Read (Priority 4,5,6) We are ready! The committee has done a great job this year. My main concern is that too many people will show up for David Relin's presentation. Prineville also scheduled him to come to their library the night before. This is their first attempt at a Community Read event and we're very happy that our event got them started and they were able to so easily piggy back onto our event.

Technology (Results 3) Two new computers have arrived. One will be used to replace public computer #5 which has not been working for some time. The other will be used as a self check out station. I will be sending that one to DPLS IT dept. next week where they will configure it for us.

Volunteer Hours. The volunteer hours for the Community Read Friends, Needs Assessment, and Film Committee members were added onto the statistical report for the year. If you compare the statistical chart from last

month with this month's chart you will notice an increase for each month. This correction more accurately represents the volunteer hours at the library. Prior to this correction the only stats being recorded were volunteers who came into the library.

SPANISH SERVICES REPORT by Yirah Marerro

April was a very busy month for me! Lots of Outreach programs and meetings.

On April 2nd I attended the ESOL Initiative Project presented by the Oregon Literacy/Community Foundation. Their mission is to expand the community's capacity to deliver English Language classes to Latinos.

I received an invitation to join the "Hands around the Courthouse" to show our support in the Prevention of Child abuse effort. So Sally and I were there representing the J.C. Library April 3rd.

April 5th was my Salsa & Cha-Cha-Cha dance class! There were about 20 people in total. Muy fun! They want another one...but I don't think I can do one any time soon. There are too many other projects waiting in line.

Jane and I did a Literacy Training for Latino parents at the Children's Learning Center April 10th. It went very well. I could tell that for the majority most of the information presented was new to them! I'm glad we had this opportunity to connect with them.

I'm so sorry I missed the OLA conference! If I'm still here next year I would definitely like to attend.

And finally... our Loco Wednesdays are back! It's been really fun for the kids, parents and staff. We've done already the Yellow day (Amarillo) program and the Brown day (Café). Later on we will put the Loco Wednesday photos in our web-page.

YOUTH SERVICES REPORT, By Jane Ahern

I did lots of booktalks at the elementary schools, did an early literacy training at the Children's Learning Center, and sponsored a magic show during TV Turnoff Week. I helped the Girls Advisory Board with an abuse

prevention presentation at the Kids Club and planned for the teen movie night coming up May 2.

Although they don't all show up on my timesheet, I worked three Saturdays in April. On April 5, I attended the regional meeting of Oregon Association of School Librarians at Westside Elementary. I was the only public librarian there; the other attendees came from school libraries across Central and Eastern Oregon. Topics covered included using the EBSCO database, new books for children, and book mending. My main purpose in going was to connect with school librarians and to support Catherine Sergeant, the local school librarian who hosted the event.

April 10 was my regular Saturday and then I spent a couple hours on April 26 helping the Ramseys set up for their Oregon Encyclopedia Project workshop. I gave a brief presentation on what services the library can offer researchers. After that I went over to the park for the last TV Turnoff Week event. At noon I did a storytime with the remaining kids, including a story told with puppets and another one that the kids acted out as I told it.

This is the time of year when I can't imagine how I'll ever get summer reading program put together. What makes it tough is that at the very time I need to be preparing, I've got classes coming in for field trips all through May and then I have to do my school visits at the end of the school year. So I can't just be here working on it as much as I need to.

I've got the summer reading line-up in place except for one date I still need to fill in. Then I'll get Yirah to translate it and start printing and putting together packets. I need to start getting the publicity in place and prepare the individual programs. And decorate, and a thousand other things.

We are making a change this year. Since there is no summer school this year in Warm Springs, we are going to hold the programs at Warm Springs ECE instead. That's where the kids are, so we are assured of an audience. ECE is happy to have us and they tell me that it's okay to invite kids who don't attend ECE to come to the programs.

RESULTS POLICIES

Needs Assessment. The board now has the documents from the Needs Assessment Committee. It was decided that Needs Assessment will be a good project for the Board to address in a summer work session.

Michael Gaston meeting. Director is putting together a written document that covers all the points made in the meeting. All generally agreed that the meeting was very helpful.

Agenda Building

Board Monitoring page 14. Global Governance Commitment
Establish salary information for next year's budget meeting
Treatment of Staff
Needs Assessment summer work session

The meeting was adjourned at 5:25 PM.

Respectfully submitted:

Sally Beesley

Library Director