



**Board Meeting Minutes
June 10, 2008
Rodriguez Annex**

ATTENDEES

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

Staff member: Sally Beesley, Director.

CALL TO ORDER

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

MINUTES AND AGENDA

The minutes from the May 13 regular board meeting were accepted as amended. (Luther/Stovall).

There was no public comment.

EXECUTIVE LIMITATIONS

Collection Development. The collection development policies were presented to the board. Changes included databases, video criteria, and downloadable formats. Spanish Collection Development policy will be developed. These changes and minor wording clarifications may be viewed in the monitoring report or in the General Operational Policies Manual.

The Collection Development monitoring report was accepted (Weigand/Stovall).

Treatment of Staff/Users It was moved and seconded to accept the second reading of the amendments to treatment of staff & users. (Stovall/Luther)

It was suggested that the agenda state whether it is the first or second reading of amendments.

Director Salary. Director salary for 2008-2009 was discussed. It was noted that Director received another week of vacation instead of an increase in salary after finishing MLIS degree. Various options for salary increase for 08-09 fiscal year were discussed. It was agreed that director should receive same percentage of increase as rest of staff.

Executive Session. At 5:15PM the Jefferson County Library District went into Executive Session for the purpose of the discussion of personnel issues in accordance with ORS 192.660 (2)(i). No action was taken during Executive Session.

At 5:45PM the Jefferson County Library Board was called back into regular session. It was noted that Director vacation was increased to 15 days upon graduation with MLIS in August 2007. Therefore, it was moved and seconded to increase director's salary 2%, and include a 1% COLA increase, based off of \$50,181.16 for a total of \$51,686.59. (Stovall/Weigand). Motion carried.

08-09 Proposed Budget. It was moved and seconded to accept the budget for July 1, 2008 to June 30,2009. (Stovall/Weigand). Motion carried.

It was moved and seconded to accept Resolution 08-01 adopting the 08-09 budget (Stovall/Glenn) motion carried.

It was moved and seconded to accept Resolution 08-02 making budget appropriations for fiscal year 08-09. (Stovall/Weigand). Motion carried.

It was moved and seconded to accept Resolution 08-03 imposing and categorizing taxes for fiscal year 08-09 (Stovall/Weigand). Motion carried.

BOARD GOVERNANCE

Global Governance. Board monitoring report. It was agreed that the board is following their Global Governance policy.

BOARD-LIBRARY DIRECTOR LINKAGE

It was moved and seconded to accept the director's report and have it added to the minutes. (Weigand/Luther)

Director's Report, June 2008

Library Board Priorities:

Priority #1 - 5 year building plan

Nothing new to report here. I still get comments from people wondering if Westside Elementary would be a good choice. However, I don't think the school district is ready to decide if they want to sell the building or not, but I will keep informed.

Priority #2 – website development

Dion and Ruth Ann are developing a permanent Community Read webpage for our website. It will have a brief history of all the Community Reads we've had so far and they will be adding information for the next Community Read which will be a state wide program. Other than that, we seem to be doing a much better job of keeping the website current and relevant.

Dion also put a counter on our website so we can see how many people access it. It started counting on May 7, and there were 669 visitors for May. Dion also reported that some of them found us through the Chamber and schools. We also got one hit from France and another one from Ireland.

Priority #3 – Art Displays

For the months of June and July, the art display areas will be used for Summer Reading displays. We have also been picked to be the recipients of the Picturing America series. This is a set of 40 posters of important American Art that illustrates US history. We will be able to display these in the library as well as loan them to schools. More information will be coming in a few months.

Priority #4 – School Connections

Jane Ahern has been visiting schools to promote the Summer Reading Program. Many classrooms have come to visit the library. Our statistical report shows that attendance at children's programs doubled during May compared to the rest of the year.

The Picturing America series mentioned in Priority #3 will give us the opportunity to loan 40 great poster sized pictures along with a teacher's resource book to the schools for their use. More details to follow. When we get this set in the fall, we will figure out the best way to make this available to the local schools and home schoolers.

Priority # 5 – Library and Annex Promotion

Our big event for the month was the Community Read. David Relin gave a very compelling presentation at both the high school and the Annex. Combined attendance at both was about 250. The Taste of Pakistan event at Great Earth had about 60 people in attendance and the food was wonderful.

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 28 people attended. Jeni Foster was the presenter. She gave a program on folksongs about birds and sang many of the songs. It was very enjoyable.

The BitMobile was also here again. There were two classes, with a total of 5 people attending. There were three movies shown with an attendance of 89 total.

Jim White will be here June 7th to get the polycom unit working. LEO and the Smithsonian have postponed all programs until July as they are also having a few technical problems, so it's all working out. However, there is an OMSI program on June 18 that we will be testing out our new system on – if Jim can get it working.

Priority #6 – Outreach to Seniors

Many seniors were in the audience at the Chautauqua program. Most of the BitMobile class attendees were senior citizens. Lorene also did 3 storytimes at Aspen Court with 21 people at each reading.

Miscellaneous

Technology (Results 3) public computer #5 has been replaced and is working nicely. The components for the self check out are still in the hands of the Bend IT department, but should be ready to install sometime during the month.

We have been awarded a Technology matching grant from the Gates Foundation. In January we will receive \$7800, and we are to match that with \$2600. Second year – our portion \$5,200, Gates \$5200. More details will be coming in July. We will need to keep this in mind when budgeting next year. My plan so far, depending on their stipulations, is to upgrade our public computers, upgrade our internet connection, and purchase laptops that patrons can use in the library, since we do not have room to set up any more regular computers . We may also want to see if local businesses want to help out with library's share. That's \$20,800 to spend on technology in the next two years.

Our internet usages are steadily dropping. We should keep an eye on this, see if this trend continues, and try to discern what it indicates. Do more people have access to the Internet from home or work now, so they are not using the library as much? Or, is it too hard to get a computer because we don't have enough? Is our connection too slow? Are people bringing their laptops and using wireless instead of library computers? As we plan a larger library, how many computers will we really need? I'm going to do a little research on this and see what the trends are in other libraries.

Central Oregon Regional Conference – (staff development) I am working on the committee again this year. I have asked Jolyn Winn from Burns and Jerry Ramsey to present programs at the conference and will be working with them to get things ready.

Budget Mick got all the documents needed for publication in the newspaper.

Teen activity (Results 1) There was no attendance at the teen activity on May 2. This was an activity in conjunction with the Friday night movie.

A trip down memory lane (no priority, just for fun)- Kathie Olsen, Barbara Duke, Adele Rodriguez and her daughter many others and I went to the old library building that is now sitting on some property off of Belmont. I took lots of pictures and had a great time hearing reminiscings from these great people who have been involved with the library for so many years. I hope to get the pictures on the scrapbook webpage. Kathie Olsen took a portion of the old wall that was covered with book jackets and is going to preserve it and probably give it to the library.

Building maintenance (Results 2 & 4) Some birds got in the Annex through what looks like a woodpecker's hole. They made their way all the way down the inside of the wall to the basement where they died by the water heater. My guess is that they were nesting inside. Lee Boutell came and crawled up in the eaves (access through film room) and plugged up inside holes. He will also be by to cover up the outside hole.

We had an outside outlet installed on library building by the garbage area. This will make it much more convenient for the Bit Mobile and will probably come in handy for many other purposes. I had him put it by the garbage cans so it's not noticeable to passers by and also because the fuse box is right on the other side, making it more economical to install.

Yirah ordered a new sofa for the Spanish area. It should be here in another week.

CRR (next year's priority) I've asked Alexa Gassner to research how to go about annexing Crooked River Ranch into the District. Although the homeowner's association passed a resolution stating that they would not pursue annexation, I would still like to understand the process. I still get calls from the community wanting to pursue annexation. So my first step is to figure out how to do this. The next step will be to see how much support is out there and then decide if it is worth pursuing.

SPANISH SERVICES REPORT by Yirah Marerro

May was a very fun month for our Storytime kids. We did lots of special things during the Purple, Orange and LoCo Hair days!

I placed a few book orders through Ingram and other booksellers, also ordered lots of Spanish audio-visual items.

I've been working on the next Scrapbook pages for our webpage.

Our Summer Reading Program is coming soon so we are getting ready for it! It will be very buggy! 😊

YOUTH SERVICES REPORT by Jane Ahern

It's been a typical May with lots of classes coming in for field trips and the beginning of my school visits to talk about summer reading program.

In between, I got the SRP flyers finished up, printed, and folded with some help from the Saturday girls. I proctored some tests, helped out at the Kids Club, did some special storytimes for visiting preschools, did the Teen Movie Night and the Saturday Matinee. I sent out press releases for SRP to newspapers and radio stations and wrote the "Off the Shelf" for next week.

Now I'm making banners and putting up posters. I've been making bugs in my office, in the annex, and in my butterfly workshop at home. One of these days I hope to have time to plan the activities for each week of SRP.

End of Director's Report.

Director updates presented. West Side Elementary is available for lease. More details will follow. Battle of the Books will be at middle school next year. The library will be helping with this. This fits well with board priority 3, "Connect with Schools." It was mentioned that the questions in the report in regards to Internet usage were helpful. Polycom unit will not work with current internet connection. Director will look at that again when Gates grant monies become available in January.

Crooked River Ranch – library board would need resolution to put it on ballot. There would be a vote both inside and outside the district and it would need to pass both votes. Annexing CRR would increase revenue by approximately \$60,000 per year. Resolution would need to be made in July or August.

Employee Compensation Information for 09-10 Budget. Board needs information for budget well before budget committee meets to insure that they understand completely what is being proposed. Employee compensation information should include salary schedule, PERS, employee benefits, list each of the categories of employment. Basically broken down into more detail than is on the current proposed budget. Director will talk to accountant creating reports that are the same. Monthly reports would be similar to proposed budget. Line item numbering would help. Monitoring reports will tie in to proposed budget to clarify for budget committee. Money will be added to proposed budget line items depending on where our focus is.

Board packets will be printed out and put in their folders. It will also be emailed.

RESULTS POLICIES

Needs Assessment. It was decided not to have a work session. Vision statement will be developed at a board meeting. Director will bring next step in needs assessment to board meeting in July.

Michael Gaston meeting. A written document that highlighted points made by Michael Gaston was distributed to board members.

Susan will send Michael Gaston a thank you note. Director will find out about retirement party for Gaston.

Logo. Stovall will bring new idea for logo.

Meeting evaluations – "5"

Agenda Building

Crooked River Ranch resolution

Needs Assessment next step

Vision statement

Monitor: Board Governance: Governing Style (board prepares)

Financial Condition and Activities

Elect new board officers.

The meeting was adjourned at 6:30 PM.

Respectfully submitted:

Sally Beesley

Library Director