



**Board Meeting Minutes
December 11, 2007
Rodriguez Annex**

ATTENDEES

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

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

CALL TO ORDER

Hillis called the meeting to order at 4:31 PM.

MINUTES AND AGENDA

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

There was no public comment.

EXECUTIVE LIMITATIONS

Communication and Support to the Board. The board expressed their appreciation for the specifics presented in the monitoring report. It was noted that this report reflects that board documents necessary for board meeting will be sent out no later than 5 days prior to the meeting. This number was changed to 7 days prior, which went into effect after the time period this report covers.

There was a motion to accept (Weigand/Luther) the Communication and Support to the Board. Motion carried.

Financial Planning & Budgeting/Financial Condition and Activities. Beesley gave a verbal report of the financial planning, budgeting, condition and activities of the district. Monthly financial reports and bank statements documented the library's compliance with these policies.

There was a motion to accept the quarterly Financial Planning & Budgeting and Financial Condition and Activities reports for December. Motion carried (Stovall/Weigand).

There was discussion as to how quarterly financial reports should be presented: should there be regularly written monitoring reports quarterly or just once a year? Should there be a written monitoring report quarterly? If so, the annual calendar should be adjusted and sent to board members.

BOARD GOVERNANCE

Acceptance of Policy wording changes. Beesley reviewed the changes made to the Library District Policy Manual. After carefully reviewing the proposed changes, there was a motion to accept wording changes to the district policy manual (Weigand/Luther). Motion carried.

Beesley will print out new copies of the policy manual, 3 hole punch, and deliver to board members.

Insurance. Beesley said that the Insurance Mart was checking into the amount the annex was valued at as it did seem excessively high. Beesley will follow up and inform the board as to any reports or corrections to the appraisal.

PERS. There was a motion to accept Resolution 07-02 allowing the library district to apply for acceptance into the State & Local Governmental Rate Pool. Motion carried. (Weigand/Stovall)

RESULTS POLICIES

Results Review Planning. Stovall explained how the policies divide responsibilities up between the director and board. She also went over what time periods we will be reviewing and when. For example in January 2008 we will review 06-07 and set goals for 08-09, and January 2009 we will review 07-08 and set goals for 09-10. This helps the board allocate funds to support those goals. It was agreed that this would be printed on the back of the Board Yearly Calendar of Events.

The discussion also included board self review and evaluation. A schedule for review of board governance policies was decided on and will be put in the annual calendar. It was agreed that each board meeting should be evaluated and adherence to board governance policies should also be evaluated.

Needs Assessment. There was discussion on how the Needs assessment committee was progressing. Invitations were sent out and Weigand is keeping track of responses. The meeting will take place on January 8, 6:30 right after regular board meeting. Beesley will gather demographics

and statistics on the District and contact Clint Jacks, the facilitator. Stats will be used in Feb meeting. Other steps of the Needs Assessment were discussed. It was suggested that contacting Michael Gaston, Deschutes Library Director, who has probably been through this many time. He could give suggestions.

There was also brief discussion about the Art display, website updating.

The Director's report was referred to and is included with these minutes.

The board was informed that the LSTA grant will be ending at the end of the year and left over money will be appropriated in to a new grant with the intention of putting a circulation station out at Warm Springs Tribal Library.

Meeting review was positive.

The meeting was adjourned at 6:17 PM.

Respectfully submitted:

Sally Beesley

Library Director