

**District Board Meeting and
Budget Hearing
June 9, 2009
3:00 PM**



Minutes

ATTENDEES

Board Members Present: Susan Stovall, Marie Glenn and Leslie Weigand. Stephen Hills joined at 4:30 PM.

Staff members: Sally Beesley, Patrick Goodman

Visitors: None

Agenda Item	Discussion/Notes/Directors Report	Responsibility/ Action
1. Call to order	Meeting is called to order by Glenn at 3:04	Glenn
2. Public Comment	No public comment	
3. Approve minutes 5.12.09	Stovall asks that the minutes be more thorough. May minutes are approved.	Beesley & Goodman will write up more thorough minutes.
4. Additions to the Agenda		
5. Financial review	<p>Stovall asked Goodman about the outstanding funds still in the Youth Services book budget; Goodman responds that there have been two large purchases still pending to be taken out of the budget, and that he and Beesley have created a plan to make sure that the rest of the funds are properly spent by the end of the fiscal year. Goodman also voices his want to try to avoid simply buying books for the sake of buying books, which would undermine his wishes to have a quality collection, not a quantity collection.</p> <p>Stovall asked about the outstanding Spanish book funds, and voiced her worry that Marrero might be too overloaded with work to carry out all of her obligations. Beesley voiced her opinion that she felt Marrero would have her spending complete by the end of the fiscal season. Goodman stated that Marrero had recently made a major purchase from a travelling book dealer, which has probably not been reflected in the budget as of yet.</p> <p>Glenn wanted to know where the Ready to Read funds are represented in the budget.</p>	Beesley will check on Ready to Read expenses.

	<p>Beesley responded that the Ready to Read monies are properly represented in the budget, but will have Barb double check to make sure all expenses were coded correctly.</p> <p>Stovall asked about the outstanding Building Maintenance funds. Beesley responded that besides the problems currently being had with the front door and air circulation in the bathrooms, Hall usually finds the remaining issues that need to be addressed by the end of the fiscal year.</p> <p>Beesley drew attention to the \$3K discrepancy with the ORBIS line item, and that Barb has put the funds in the correct places.</p> <p>Weigand moves to approve the financial review; Stovall seconds. Fiscal review approved.</p>	
		Beesley
UNFINISHED BUSINESS		
Governance		
1. Election results	Beesley provided the board members with the official results, and how they broke down.	Beesley will contact county for swearing in of board members.
2. CRR ballot measure results	The board voiced their disappointment that the CCR ballot measure was defeated.	
Follow Up		
1. Survey Monkey a. employee b. website	<p>Glenn asked whether or not the staff had given their feedback on the surveys to Beesley, who responded in the negative.</p> <p>Glenn asked if Hryciw had been given the results to the website survey or not. Beesley stated that she wasn't sure, but would give them to Hryciw once he returned from vacation.</p>	Beesley will give survey results to Hryciw.
2. Website promotion & update	<p>Beesley stated that her comments on the continuing promotion of the website could be found in her monthly director's report.</p> <p>Stovall praised Goodman for his Off the Shelf comments directing people to the website.</p>	
3. ARRA grants update	The board agreed that updates on relevant	Beesley will continue to

	grants should stay in the agenda. Beesley stated that she is waiting on the grants pertaining to the electric car and state-wide broadband expansion for rural areas.	inform board on progress of grants.
4. Services to Teens	Goodman stated that besides introducing the library's Flipcam, many of his library skills programs will begin once the 2009-2010 school year gets closer to commencement.	Goodman will continue to develop services to teens.
5. Expanded use of Annex	Beesley explained Goodman's idea of renovating the basement into a new, larger home for the Children's/Juvenile department. Beesley also spoke of Hall's suggestion of some sort of transport bridge between the Library and the Annex.	Beesley will continue to develop a plan for expanded use of Annex.
6. Warm Springs Circ station & contracted services	<p>Beesley reported that she had a meeting scheduled with Quaid on June 11, to discuss services to Warm Springs.</p> <p>Beesley stated that she had been in contact with Deschutes, who were tentatively looking at the Fall to set up a circulation station at Warm Springs.</p>	Beesley will continue to pursue contracted services to WS & circ station and keep board informed.
7. Outreach	<p>Beesley discussed possible ideas on how to better serve outlying areas such as Camp Sherman. Break down of bookmobile costs were in Director's Report. It was generally agreed not to pursue Bookmobile services from the Crook County Library.</p> <p>Weigand expressed her thoughts on the library's travelling storyteller being a better service to outlying areas, especially to older patron demographics, than a bookmobile.</p> <p>Storytelling Van to Camp Sherman was suggested as a way to serve that area. Most of their needs are met at Redmond Library.</p> <p>Goodman suggested that he create an 'emergency collection' for outlying areas in the event of a fire, flood, or other disaster.</p> <p>Beesley suggested that magazines be added to the book bin.</p> <p>The board discussed the merits of creating a Book by Mail service to remote and homebound patrons. It was agreed that further discussion on the subject was warranted</p>	<p>Beesley will pursue these ideas: Storytelling Van visit to Camp Sherman.</p> <p>Goodman will pursue creating an "emergency collection" for outlying areas in the event of a disaster.</p> <p>Beesley will have magazines added to book bins for outlying areas.</p> <p>Beesley will develop a Book by Mail policy and gather information.</p>

	before any discussion. Weigand suggested that an official policy be developed for services offered to homebound patrons.	
8. Proposed Budget	Final Discussion/funds transfer to Bldg fund?	
	Personnel funds available to be reallocated as insurance rates weren't as high as expected will be distributed: <ul style="list-style-type: none"> • Spanish Services a 2% • More library aide hours. It was moved and seconded to transfer \$20,000 into the building and improvement fund. Stovall/Weigand. Motion carried.	Beesley will make changes to proposed budget and have \$20,000 transferred.

NEW BUSINESS		
Executive Limitations		
1. Resolution Adopting The 2009-2010 Budget	Motion carried Weigand/Stovall	Beesley will file all necessary papers for
2. Resolution Imposing and Categorizing Taxes FY 2009-2010	Motion carried Weigand/Stovall	The 2009-2010 year in Jefferson and Wasco counties.
3. Resolution Making Budget Appropriations FY 2009-2010	Motion carried Weigand/Stovall	
4. Collection Development monitoring report	Monitoring report approved. Weigand/Stovall	
5. Report from DC trip	Hillis spoke on his success at holding the ear of Oregon's state representatives in DC on matters pertinent to Central Oregon. Hillis spoke about the ALA's push to expand its funding on Capitol Hill. Hillis spoke about the LSTA (Library Services and Technology Act), and how the measures to enact the furthering of broadband to rural areas has impacted the communities that have begun taking steps towards expanding services.	
6. board member appointment	Discussion was tabled. Weigand asked that Beesley create some sort of orientation pamphlet for new board members.	Beesley will put together orientation materials for new board members.

Governance		
1. Global Governance Commitment	<p>Stovall requested a perfunctory review of the library's policies to check for problems or outdated measures so that they can be changed, removed, or properly updated. It was agreed that the board is in compliance with the Global Governance Commitment.</p> <p>It was agreed that Beesley will go over governance policies with Patrick and prepare for orienting new board members on governance policies.</p> <p>Weigand asked that the library's mission statement be added to the front cover of all official library documents and policies.</p>	<p>Beesley will include governance policy in new board member training.</p> <p>Beesley will go over governance policies with Patrick.</p> <p>Beesley will put library's mission statement on covers of library policies.</p>
2. Randy Eddy letter	<p>Information in Director's report. Discussion of encouraging staff to enforce library policies to make the library a more inviting place. Beesley and Goodman elaborated upon the steps that they are currently taking in order to lower the noise level in the library, including the introduction of Patron Courtesy cards.</p> <p>Using the local police with problem youth was encouraged.</p>	<p>Beesley will work with staff to improve enforcement of library policies, especially on patron code of conduct.</p>
Results Policies		
1. 2009-2010 Board Priorities clarification	Discussion was tabled.	Beesley will find discussion of priorities in board minutes and send email with 4 priorities to board.

Executive Session ORS 192.620		<i>(if needed)</i>
Agenda building		all
Logo		
Adjournment	Meeting adjourned at 6:05.	Glenn

June 15 Summer Reading begins
 June 15 Million Page Challenge begins
 June 19 Library closed for barcoding
 July 4 Library closed
 July 14 Board Meeting 3 PM
 July 18 Friends book sale 10AM – 2 PM at Saturday Market