



**Board Meeting Minutes  
July 8, 2008  
Rodriguez Annex**

**ATTENDEES**

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

**CALL TO ORDER**

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

**MINUTES AND AGENDA**

The minutes from the June 10 regular board meeting were accepted.  
(Weigand/Stovall).

There was no public comment.

Glenn brought up the point that we are to have meetings that handicap can access. Since we were meeting in the basement, was this an issue? It was agreed that if a disabled person came to a board meeting, we would move it upstairs or into the library. We would find a way to accommodate. Also, whenever possible, meetings will be held upstairs.

**EXECUTIVE LIMITATIONS**

**Financial Conditions & Activities** End of fiscal year report:

Current Assets are \$500,211.08 which is healthy. We received 85% of the funds we thought we would receive. This figure may go up a bit more as June numbers have not been received. Part of the shortfall for income was the LSTA money we did not receive (\$48,000)

We spent 79% of what we budgeted for. This is low, again, because of the LSTA money not received or spent. Another reason expenditures were low is due to reservation software that was not purchased as Deschutes Library asked us to wait until something system wide was put in place. Also, not all of the Employee benefits funds were used.

Mick Knoble, our accountant, said an excellent job was done for both budgeting and spending for the 2007-2008 year. All things considered, we ended up at a very good spot.

This year, tax income will be monitored to be sure we receive what was projected. With the economy down, people are challenging the assessed value of

their homes, there could be more foreclosures, and some will just have trouble paying their property taxes.

It was requested that financial statements be created that separate grant monies out so there's a clearer picture of what the percentages are. Also a written narrative with the financial statements would help explain expenditures and revenues.

### **BOARD GOVERNANCE**

**Governing Style, pg. 15** It was agreed that the Board is always working on this process. Michael Gaston's session was helpful, and good progress was made this year.

It was proposed that the first sentence in 4 be changed to "At each meeting the Board will monitor and discuss the Board's process and performance."  
(Luther/Stovall) a second reading will be at the August Board meeting. It was clarified that the agenda will specify 2<sup>nd</sup> reading.

**Crooked River Ranch Resolution** It was moved and seconded that we accept the resolution requesting annexation of Crooked River Ranch into the Jefferson County Library District, Resolution 08-04. (Weigand/Glenn) Motion carried

**Board Elections** It was moved and seconded that Cathy Luther be elected as Board Chair, and Marie Glenn be elected as Board Vice-Chair.  
(Weigand/Stovall). Motion carried.

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

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

Youth Services report was reviewed and will be included in minutes notebook. Spanish Services report was not submitted.

There was a discussion about hiring a new Youth Services Librarian as Jane Ahern's current plans are to end her employment in November. A plan for hiring will be discussed at the August board meeting.

**Annex** Director reported that staff has been discussing use and management of the Annex. It is difficult to know who to charge and who not to charge for use of Annex. Staff requests Board help us understand the purpose of the Annex, and get a clearer picture of the Board's vision for the Annex.

Discussion included examples of groups who use it such as the Historical Society, Republican and Democrat meetings, Saturday Market. Board agreed these would not be charged. When used for non-commercial purposes, there would be no charge. If used for commercial purposes or if admission is charged, there would be a fee to use the facility.



It was agreed that the Annex should be a civic meeting place for non-commercial purposes and that it is not intended for private parties. It may be used for a fee for commercial purposes and a 10 PM curfew would be appropriate. The Board was also supportive of raising the rental price to \$20 per hour.

Minor changes to the existing Annex rental agreement were shown to the board. These changes mostly dealt with clarifying the contract and eliminating redundancies. Copies of these will be included in the minutes notebook.

Director gave a short report of staff meeting to illustrate for the Board some of the issues discussed during the meeting. Some of these were Summer Reading prizes, proper crate loading for courier, better call numbers for graphic novels, and the need to straighten out the Spanish section.

### **RESULTS POLICIES**

**Vision Statement** The Library's current Vision statement and the Vision Statements presented by Clint Jacks, based on the Needs Assessment meetings were compared and discussed. It was decided that Board members would like more time to look over the statements and discuss them at the next meeting. All Board members will come with a prepared vision statement.

A possible Vision Statement was worked out: "Jefferson County Library District will offer our diverse patrons opportunities to enhance cultural sharing and enrichment that strengthens individuals and families by providing services and information." This statement will be considered along with others already developed and new ones to be written by Board members.

**Needs Assessment, next steps** the document sent to Board members prior to board meeting was reviewed. The next steps in Needs Assessment would be Tasks 5 & 6 from "The New Planning for Results," which take the information gathered by the Needs Assessment Committee and choose which needs will best be addressed by the library. A copy of the document sent to the Board will be filed with minutes in the board minutes notebook.

It was suggested that board Priorities for 2008-2009 be adjusted as accomplishing tasks 5-9 is more than we can effectively accomplish this year.

Meeting evaluations – "5"

### **Agenda Building**

2<sup>nd</sup> reading of Governance Style change

2<sup>nd</sup> reading of Vision Statement

New Logo

Ex Limitation Policy - Global Executive Constraint

Board Governance: Board Job Description (Board prepares) page 16

Youth Services Librarian hiring process

The meeting was adjourned at 6:15 PM.

*Respectfully submitted:*

*Sally Beesley*

*Library Director*

