



**Board Meeting Minutes  
October 28, 2008  
Rodriguez Annex**

**ATTENDEES**

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

**CALL TO ORDER**

Luther called the meeting to order at 3:05 PM.

**MINUTES AND AGENDA**

The minutes from the September 9 regular board meeting were accepted.  
(Hillis/Stovall).

There was no public comment.

**EXECUTIVE LIMITATIONS**

**Off the Shelf** There was no discussion.

**Special Districts** The Board section of the Annual SDAO Best Practices survey was reviewed. High scores on the survey give the district discounts on liability and property insurance.

Various items on the survey showed that there were areas where the district could better comply:

1. Each board member should have a copy of Government Standards and Practices Act. Board members agreed to check and see if they have one.
2. Attendance at SDAO conferences or training. It was agreed that the board could do better at attending SDAO conferences and training. Beesley will get a calendar of conferences and training so board members can plan to attend some of these.
3. Board monthly review of expenditures. To better comply with this, it was agreed that board members would review the monthly financial statements when received and an opportunity to ask questions will be available right after minutes are accepted. Regular quarterly financial reports will still be given at board meetings.

## **BOARD GOVERNANCE**

**Chair/Vice Chair Rolls pg 18** The policy was reviewed and it was agreed that the district is in compliance.

**Board Evaluation** The Board self evaluates with a chart that tracks monitoring of board responsibilities is kept and updated by the board chair. Board evaluation is ongoing and individual policies are reviewed at board meetings. Mention of board evaluation is on page 14, paragraph 4 of the policy manual.

**Annual Calendar** a current calendar with a revision date of August 2008 was distributed. It was agreed that a board review of Personnel Policies would be added to the calendar for November to comply with SDAO best practices.

## **BOARD-LIBRARY DIRECTOR LINKAGE**

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

**Discussion.** We discussed that the Director's Report needs to accurately tell the story of the current condition of each priority. We talked about the system that is currently in place to insure that the website is current and relevant is not working. We also discussed the Calendar of Events takes priority over other areas of the website.

The board discussed the request to issue a statement regarding a branch library in CRR. The board agreed that offering the highest level of services to all parts of the district is a high priority. Providing courier services, a drop off and pick up station, a community space for books, and possibly a kiosk would be goals to look at in the future. A statement in regards to receiving a branch library would not be feasible at this time.

**YS Librarian update** three candidates will be interviewed in the next week. Todd Dunkelberg, Ruth Ann Hopps, and Sally Beesley will be on the interviewing panel. Phone interviews were made to narrow down the list.

**Director Evaluation** Stovall read the evaluation process and explained that the evaluation committee (Stovall & Weigand) wrote up the evaluation based on Board Priorities. Procedures were implemented to simplify the process. Hillis and Luther agreed that a committee do the evaluation and that board members could comment if needed. Hillis & Luther were given copies (copy 1 & 2) and will make comments as needed.

Stovall and Weigand met with Beesley on Oct. 6 to give the evaluation. Stovall and Beesley both agreed that the evaluation was positive and productive.

It was agreed that each year one board member on the evaluation committee should be replaced by another board member. Luther, as board chair, will appoint a new member to the evaluation committee next year.

**General Discussion** It was pointed out by all present that it is often difficult to spot the "Off the Shelf" article in the newspaper. Putting the logo at the top of the article or having the director's picture with the article were both suggested as ways to make it more recognizable.

Hillis asked if Annex usage has dropped since private parties are no longer allowed in the Annex. Beesley agree to present Annex usage statistics for the November meeting that illustrate whether usage has gone up or down or remained the same.

## **RESULTS POLICIES**

**Results Policy Monitoring Report** It was moved and seconded (Hillis/Stovall) to accept the Results Policy Monitoring Report. Motion carried.

Discussion. Luther commented that it was a great report, very impressive. Comparisons to other libraries very helpful.

Stovall added that the gap statements were a good part of the report. Charts were very useful. They show that we are very effective at using the resources we have. The report tells the story and it's not always glowing.

Luther commented that the square footage especially "hits you in the face." We have similar population sizes to other communities, but a smaller facility. We are providing really good services in spite of that.

Hillis commented that it was a very complete report. It was suggested to publish the report on the webpage and call it a "self review" or another term that would be more descriptive for the public.

## **Agenda Building**

1. Unity of Control
2. Emergency Library Director succession
3. Code of Conduct (board prepared page 7)
4. JCLD Personnel Policy Review (SDAO best practices)
5. Calendar of SDAO trainings and conferences
6. YS Librarian update
7. Needs Assessment
8. Logo discussion

The meeting was adjourned at 4:35 PM.

*Respectfully submitted:*  
*Sally Beesley*  
*Library Director*