

**District Board Meeting
January 12, 2010
3:00 PM**



Minutes

Board attendance: Stephen Hillis, Susan Stovall, Melissa Shapiro, Leslie Weigand and Anita Goodwin.

Staff attendance: Sally Beesley, Patrick Goodman.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	Weigand called the meeting to order at 3 PM	
2. Public Comment	There was no public comment	
3. Approve minutes 12/8/09	Stovall/Hillis. Motion carried.	
4. Additions to the agenda	Personnel manual pg 27 #2, website critique	
UNFINISHED BUSINESS		
1. Results Policy Monitoring report	<p>Shapiro presented example Results Policy Report (example included) with charts and wording. All agreed that it was a useful format. Director will use example for 2009-2010 report. Shapiro also presented Results Policy wording.</p> <p>Stovall moves to accept Shapiro's Results Policy wording (as in Shapiro's report) - Goodwin seconds, motion carries</p>	Beesley will have Forman review policy and email new pg. 31 of board Governance Policy Manual if any changes. New pages to be printed when edited version approved. Shapiro will advise Beesley on technical support (charts for Results Policy Report)
2. Communication and Support to the Board monitoring report	Hillis moves to accept Shapiro seconds, motion carries	
3. Task force update	<p>Community assessment list will be gone over at next TFM</p> <ul style="list-style-type: none"> - create gap statements, and how to fill them <p>New book entitled "Strategic Planning for Results" has been purchased by library. New library service responses were passed out to board members.</p> <p>7 task force meetings are planned. Board report will be written.</p> <ul style="list-style-type: none"> - goal will be to take CAL, and eventually whittle down the necessary points to roughly 3-4. 	Beesley/Shapiro
4. Personnel Policy Manual, page 27 #2	It was moved and seconded (Hillis/Stovall) to accept changes (remove "normal") to Personnel Policy Manual. Motion carried	Beesley will print out new pages for board.

NEW BUSINESS		
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Executive Limitations		
1. Appoint Budget Officer & Committee	It was moved and seconded Weigand/Hillis to appoint Beesley as budget officer, motion carries	
2. Financial Review	<p>Report in director's report. Question on why the collection agency expense rose in the last year. - Beesley states that short amount of time with CA in 2008-2009 made estimating for 2009-2010 difficult. Will have better estimate after full year of expense. Also having CA is requirement from DPL.</p> <p>Hillis moves to accept financial report, Shapiro seconds, motion carries.</p>	Beesley - check on liability insurance cost – why higher than budgeted.
3. Policy-Asset Protection	Stovall moves to accept, Hillis seconds, motion carries	
4. Web page maintenance	Beesley states that Chachka group will re-design website for \$1,900, new host site, on-call, staff training, and possible logo re-design (for \$200-\$500 extra) - staff will maintain website.	Beesley to see if can be paid for it out of this year's budget. Will contact Chachka with results. Board members will email their logo preferences by Monday, January 18.
Governance		
1. Director's report	It was clarified that last year's wage increase was .5%. No step increases were given. Various comparisons with other libraries were made. It was noted that there are many variables when comparing libraries. Projected revenue for 2010-2011 is \$534,800.	Shapiro will select libraries with which to make comparisons.
2. Governance Quality and Costs	<p>It was agreed to review calendar in Feb with Board Operations. Pg 17 & 23. New board members expressed their opinion that new board training was very good. Terminology is sometimes difficult to understand. It was suggested that further board training could be in conjunction with DPL. PLA is at the end of March. Board would like to leave library open, but provide opportunity for as many staff members to go as possible. Discussion of minutes taking. Goodman expressed his desire to be more part of the discussion and not be the minutes taker.</p>	Beesley will put "review calendar" on calendar under February. Weigand will go over governance policy with Goodwin. Beesley will look at other staff members who could take minutes in board meeting.

<p>Q&A</p>	<p>Page 30 of Governance Policy Manual was corrected for board members who did not have correct page.</p> <p>It was stated that the Community Read applies for Cultural Coalition Grants. Art work was suggested as a possibility for grant. Current art work on display is from local artists.</p> <p>It was stated that staff members would like to sit in on board meetings. It was suggested that staff be made welcome to come to board meetings. Differing opinions on whether they should be paid for time spent attending board meeting.</p> <p>There was discussion of board member interaction with volunteers and clarification of speaking as an individual and not speaking for the whole board when serving on committees. Concern for organization of friends should be addressed by staff members.</p> <p>Teen programs and are not well attended yet, but hopefully will improve. More effective promotion options were discussed. Saturday movies also have low attendance.</p>	<p>Beesley will put Financial Policy Monitoring report on calendar along with Financial review.</p> <p>Shapiro will let staff know that they are welcome to attend board meetings.</p> <p>Beesley will help staff members schedule attendance at board meetings.</p>
	<p>Under Calendar: monitoring report pg 5-6</p>	<p>Beesley will create quarterly financial report</p>
<p>Agenda building</p>		
<p>Annual Calendar</p>		
<p>Monitor: Linkage Policy-Delegation to the Library Director</p>		
<p>Monitor: Ex Limitations Policy-Compensation and Benefits</p>		
<p>Monitor: Board Governance: Board Operations</p>		
<p>Adjournment</p>	<p>5:10 PM</p>	<p>Weigand</p>

- Jan. 30 Writers' Workshop 1 PM
- Feb. 9 Board Meeting 3 PM
- Feb. 5&6 SDAO conference
- Feb. 20 Rotary Cherry Tree 6 PM
- Mar. 25, 26 Public Library Ass. Conference