

**District Board Meeting
Budget Hearing
June 8, 2010
3:00 PM**



Minutes

Board attendance: Susan Stovall, Stephen Hillis, Anita Goodwin
Staff attendance: Sally Beesley, Patrick Goodman

Agenda Item	Discussion/Notes/Directors Report	Responsibility/ Action
1. Call to order	Stovall called the meeting to order at 3:03 PM	
2. Public Comment	There was no public comment	
3. Approve minutes	05/11/10 minutes Hillis/Goodwin as amended. Drawer key information will be taken out of minutes and gift discussion will be shortened. 05/10/10 minutes Goodwin/Hillis 05/11/10 budget minutes Hillis/Goodwin All minutes were approved. Minutes could be more succinct including topic, what was discussed, & action to be taken.	
4. Additions to the agenda	SDAO grant added to budget hearing discussion. Agenda with flexibility was accepted (Hillis/Goodwin)	
Budget Hearing		
1.Resolution 10 01 adopting the budget	SDAO grant. JCLD received matching grant from SDAO for college student intern. \$500 added to personnel expenses to cover match. Resolutions were adjusted to reflect this change. It was moved and seconded (Goodwin/Hillis) to adopt resolution 10 01. Motion carried.	Beesley will submit budget documents to Wasco & Jefferson Counties.
2.Resolution 10 04 making budget appropriations	It was moved and seconded (Hillis/Goodwin) to adopt resolution 10 04. Motion carried.	
3.Resolution 10 3 imposing and categorizing taxes	It was moved and seconded (Hillis/Goodwin) to adopt resolution 10 03. Motion carried.	
UNFINISHED BUSINESS		
1. Task force update	Staff will continue to add to or change facility planning report. Final document by staff due by July 13 board meeting. Board will plan work session at July board meeting. Hall, Goodman, and Beesley will encourage staff to contribute.	Beesley will get final staff facility planning report by July 13 board meeting.
2. Website & logo update	Chachka continues to develop website. New logo colors to be presented at next board meeting. Logo chosen has lines. Blue & gold were recommended. Final decision will be made at July board meeting.	Beesley will have Chachka develop new logo in a variety of colors and submit printed version for true color comparisons. Copies will be put in board folders.
3. Emergency Plan	Chain of command section was approved. Website to be added to Policy manual section.	Beesley will see that safety committee prepare

	<p>Safety committee will update and develop emergency plan further. Key numbers to be added to staff list. Emergency plan will be in director office, back office, online, and at one off site location.</p> <p>Short discussion on reports to board. It was suggested that a staff report be submitted along with a director's, YS & SS reports.</p>	<p>emergency plan. Also results for annual safety check.</p> <p>Beesley will add key numbers to emergency plan and location of off site location selected.</p>
4. Organizational chart	<p>Chart developed by Goodman has room for growth. Shows chain of growth that staff can attain to.</p>	<p>Beesley will get copies of chart to board members. Chart with the names of current employees will also be printed out for board.</p>
5. Meeting room policies	<p>It was moved and seconded (Hillis/Goodman) to accept second reading of changes to public meeting room policy.</p> <p>It was suggested that meeting room policy could state that rooms may only be used by recognized groups, not individuals.</p>	<p>Beesley will update policy manual.</p>
6. Library Manager job description	<p>It was agreed to change "complaints" to "concerns according to policies" under essential job functions.</p> <p>It was moved and seconded (Hillis/Goodwin) to accept this as the first reading of the library manager job description. Second reading will be in July.</p>	<p>Beesley will make changes to wording and present at next board meeting.</p>

NEW BUSINESS		
Executive Limitations		
1. New Board member appointments	<p>It was moved to appoint William Vollmer to library board position 1 (1 year remaining in term) and Katrina Terry to Position 4 (3 years remaining in term) (Hillis/Goodwin). Motion carried.</p>	<p>Beesley will notify county and have county clerk at July board meeting to swear in new board members. Beesley will notify Vollmer and Terry and gather materials for each of them. Letter of acceptance will be written. Stovall and Beesley will work on orientation packet.</p>
2. Monitor: Collection Development	<p>It was recommended that staff be familiar with collection development policy and aware of updates. They should review to be sure all is up to date.</p>	<p>Beesley will have staff review policy for possible recommendations to the board.</p>
Governance		
1. Director's report	<p>Director's report was reviewed.</p>	
2. Global Governance Commitment	<p>It was agreed that the board is in compliance</p>	

3. Board training	It was agreed board training would occur after new director and board members are in place. Possibly October. Stovall and Beesley will work together on advertisement for new director.	Beesley will contact Margot Helphand to update on status of training. Stovall and Beesley will prepare advertising for new director by June 18.
4. Online Visa payments, utilities	It was agreed that online payments for Visa and utilities can be made. Board check signers will initial and sign off on electronic payments.	Beesley will let book keepers know of Board decision and implement electronic payments.

Executive Session	Stovall moved into executive session according to ORS 192.620 at 4:29PM. No action was taken. The meeting was moved back into regular session at 4:40 PM. It was moved and seconded (Hillis/Goodwin) to extend the Director's contract through September and then extended on a month to month basis until a new director be put in place. Motion carried. Advertisement will state Masters Degree in Library Science preferred.	Stovall and Beesley will create letter of agreement stating that current contract will be extended through September and then month by month. All current board members will sign it.
--------------------------	--	---

Q&A	There was no question and answer discussion	
Agenda building	Facility Planning task force update New board member swearing in Second reading of Library Manager Job Staff in put on Collection Development policy Director search Board training (board consult personal calendars) Logo color choice Letter of memorandum/agreement Elect board officers	Beesley will check with Hryciw on email promotion of movies.
Adjournment	Stovall adjourned the meeting at 4:48PM	

*Respectfully Submitted,
Sally Beesley*