

**District Board Meeting
July 14, 2009
3:00 PM**



Minutes

Amended

Attendees

Board Members Present: Stephen Hillis, Susan Stovall, Leslie Weigand, Melissa Shapiro

Staff Members Present: Sally Beesley, Patrick Goodman

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	3:03 PM	Weigand
2. Public Comment	There was no public comment	
3. Swearing in of board members	Stovall, Hillis, and Shapiro were sworn in as board members by county clerk, Kathleen Marston.	
4. Approve minutes 6.09.09	It was moved and seconded to accept the June minutes. Stovall/Shapiro, motion carried.	Beesley will add June minutes to board notebook and post on the website.
5. Additions to the agenda	Director's report was added to the agenda	Beesley will add Director's report to all future agendas.
6. Financial review	Year end statement was reviewed. 81% of budget was spent. Grants not expended was part of unspent funds. It was noted that Vandalism and theft insurance rates went up. Outreach funds could be better accounted for. Ready to Read funding is on a different fiscal year and accounting for expenditures will be looked at. Accountant Mick Knoble stated it was a Good budget & followed well.	No action necessary
UNFINISHED BUSINESS		
Follow Up		
1. Outreach	Policy for mailing books to homebound was reviewed. Example of mail bag was presented. Shapiro questioned whether the purchase and cost of mail bags for Elderly and Home Bound (E&HB from here-on) patrons came from the Outreach budget or from the post. Weigand responded that putting the mailing	Beesley will add new EHB policy to policy manual.

	<p>bags into Outreach was a good idea. Postage would be covered under postage, as it would be hard to separate from other mail.</p> <p>Weigand stated that a change be made in the library's written policy to cover all people covered under the E&HB program to reflect new groups considered for service.</p> <p>Hillis stated that the services be advertised in order to garner both interest and an approximation of how many patrons would take advantage of the E&HB program. The latter being for accurate funding for the program by the library.</p> <p>Hillis moves to pass outreach proposals. Weigand seconds. Motion carries.</p>	
2. Website promotion & update	<p>Beesley distributed Program Action Plans (PAP from here-on) on website updates to the board.</p> <p>Stovall stated that the front page menu had some glitches; drawing attention to the 'new menu' icon. Weigand and Shapiro raised similar concerns on the above-stated icon.</p> <p>Stovall proposed that the menu color be changed for a more eye catching hue.</p> <p>Shapiro raised concerns over whether Hryciw is being allocated enough time to work on the website.</p> <p>Beesley and Goodman noted that location and other duties often take up much of Hryciw's daily routines.</p> <p>Beesley noted that May edits content on the website.</p> <p>Weigand stated that May should be given credit in monthly reports for editorial duties performed.</p> <p>Stovall stated that a morning routine be established to make sure that website up-dates and maintenance be completed.</p>	<p>Beesley will bring updated report on Website & promotion to August meeting.</p> <p>Beesley will get corrections made to website.</p> <p>Beesley will note May's editorial duties will be mentioned in director's report.</p>
3. ARRA grants update	<p>Beesley stated that all ARRA grant proposals be put into one PAP: stimulus money for broadband expansion and electric car.</p> <p>Beesley stated that coordination with Oregon community foundation be looked into for help in funding.</p>	Beesley

4. Services to Teens	Goodman described three PAPs: Young Writer's Society- a creative writing club for local teens. Young Filmmaker's Society- a film and editing club for local teens. AnimeTion- special double-feature anime and animated picture movie events for local teens.	Goodman will give updated report on teen programs.
5. Expanded use of Annex	Beesley stated the majority of the staff's wishes to either renovate or build a new building, instead of renovating the annex. The old Westside Elementary building being in the vanguard of possibilities. Weigand stated that the state of the economy might make large-scale renovations impossible at the present time. Hillis stated that there should be an exploratory commission created to gauge the price and time that such renovations might need.	Beesley will follow up on future library facilities, check with school dist. on availability of Westside Elementary.
6. Warm Springs Circ station & contracted services	Beesley reviewed PAPs for Warm Springs. One is for check out kiosk at WS library and the other is to help WSL make improvements using grant monies they've received.	Beesley will continue to report on progress in WS.
	Other PAPs were tabled until August to give board members opportunity to review the documents.	

NEW BUSINESS		
Executive Limitations		
1. Elect board officers	Hillis moves to appoint Weigand as Chair. Stovall seconds. Motion carries. Hillis moves to appoint Stovall as Vice Chair. Weigand seconds. Motion carries.	
2. Board member appointment	Hillis states that with two potential new board members up for appointment, a special board meeting be made to interview the two potential new board members. The special board meeting is settled upon to be held at 10 am on July 27 th . Shapiro states that a written policy be created for the board's future actions when there are more than one potential new board member applying for appointment. Hillis states that the policy must make the board's actions in selecting a new board member transparent to the public as to why each decision was made.	Beesley will send written invitation to the 2 candidates for board position. Beesley will also post the necessary meeting notices.
3. Monitor: Ex Limitations Policy-Financial Condition and Activities	Beesley states that the library fulfilled its financial obligations for the last fiscal year. Hillis states that each bank the library patronizes be alerted to the new board members, and have the previous board members' names removed.	Beesley will give new board information to CR Bank.
4. Annual calendar review	Stovall states the importance of a quarterly review to the library in order to monitor and review the library's financial actions. Beesley states that a new title for the review reflect that it is not a monitoring report, but an actual quarterly review. Monitoring will be once a year in July. Hillis states that all conversations pertaining to the quarterly review be moved to New Business.	Beesley will update calendar and send to board members, and have financial review put on agendas under New Business.
Governance		
1. Board Governance: Governing Style	Hillis states that a question and answer section be put into board meetings in order for new board members to clarify past	No action

	actions and integrate more quickly into a properly functioning role on the board. It was agreed that the board is in compliance with the Governing Style policy.	
Results Policies		
Annual report coming up	Weigand states that the Annual report should be completed and available for review to board members at least a week before the September board meeting. Beesley and Hillis state their agreement.	Beesley will have Results Policies Monitoring report ready by September 1.

Executive Session ORS 192.620	There was no executive session	
Agenda building		all
Logo	Stovall states that she would like to have time allotted to a new library logo kept in the board agenda.	Logo will be kept under agenda building
	Website promotion and update WS update Library facility Outreach Review of Project Action Plans	Beesley will put together agenda for August
Adjournment	Meeting is adjourned at 5:57.	Weigand

July 4 Library closed
 July 14 Board Meeting 3 PM
 July 18 Friends book sale 10AM – 2 PM at Saturday Market
 July 22 Chautauqua 6:30 PM (True Stories and other Fictions in Northwest Oral History)
 July 31 Coffee Cuppers at library 8AM