

**District Board Meeting**  
**November 10, 2009**  
**3:00 PM**



**Minutes Revised**

Board; Stephen Hillis, Susan Stovall and Melissa Shapiro. Leslie Weigand and Anita Goodwin were excused.

Staff: Sally Beesley, Patrick Goodman.

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/Action</b>
1. Call to order	3:12, Stovall calls to order	
2. Public Comment	No public comment.	
3. Approve minutes 10/13/09	Hillis moved to accept 10.13 regular and executive session minutes; Shapiro seconds. 10.13 minutes are approved.	
4. Financials	<p>It was clarified that personnel expenses were slightly high due to HSA deposit which happens bi-annually.</p> <p>It was clarified that Legal was at 60% due to ballot measure.</p> <p>Orbis courier is an annual expense</p> <p>Collection agency is paid quarterly.</p> <p>Stovall reported that property taxes have caught up with property values and there may not be an increase next year. This should be monitored for budget considerations.</p> <p>Board members may contribute to budget file when necessary.</p> <p>It was agreed that the monthly budget documents be reviewed by board members before each board meeting and that the Executive Limitations policy <i>Financial Planning and Budgeting</i> and <i>Financial Condition and Activities</i> be monitored on a quarterly basis as an agenda item. (p.30)</p>	Beesley will put tax article in budget file.
5. Additions to the agenda	<p>Changes to the Results Policy Report was tabled, and will be discussed under Agenda Building. Shapiro had copies available for all.</p> <p>Website concerns will be added under Unfinished Business.</p>	
<b>UNFINISHED BUSINESS</b>		

<p>1. Review of Project Action Plans &amp; update on progress:</p>	<p>PAPs will from here on in be added to board priorities. Stovall reviewed Action Plan toolkit. Action Plan should be a living document.</p> <p>Grants PAP was addressed. Most of the grants on the PAP were not accepted. Other grants will be pursued when current projects are completed. PAPs will be kept on the agenda.</p>	<p>Stovall will send Action Plan toolkit links to all board members. Board members will look at toolkit. Beesley will continue to develop PAPs. Grant research will be done by Beesley, Goodman, and Foreman.</p>
<p>2. Facility planning task force update</p>	<p>Planning was discussed during the October and November staff meetings. Hall created a new floor plan for the library in order to bring a fresh look to the current library layout.</p> <p>Beesley discussed Flood Plain planning with the City. An addition to the library would be permitted if the Annex or another building was taken down. This would meet FEMA requirements.</p> <p>The possibility of Westside Elementary as a library site was also discussed. General discussion about other options.</p> <p>Shapiro explained that renovation is two tiered – a new larger facility and better use of current space.</p> <p>It was agreed that the board needs to make final decision on future facility. This will happen in a work session.</p> <p>City may be a good buyer for current library property. This may fit in with their plans for a large park which is included in their 15 year plan.</p>	<p>Task force will meet on November 17<sup>th</sup> to further brainstorm on the future of the library. All ideas coming from the task force will be collected by the board for future Facility Planning discussions. Beesley will contact city for more city planning information. Need formal GAP analysis from staff</p>
<p>3. Collection agency</p>	<p>Beesley distributed examples of the letter that accompanies overdue collections notices.</p> <p>It was requested that if Millennium does not already have a selection for receiving notices in Spanish, Beesley should request that a bilingual notice letter be created.</p>	<p>Beesley will find out if overdue notices can be sent out in Spanish. Beesley will report back on her findings at the next board meeting.</p>

4. Website	<p>Hryciw should work on creating an events calendar that is kept current no less than a month in advance, and dead posts, out-dated information, and currently filled job vacancies must be deleted promptly as soon as their dates pass.</p> <p>Board members expressed the desire for a full-time IT employee. Beesley stated that more front desk personnel would give other staff more time to work on projects. Goodman recommended that front desk people be bi-lingual.</p>	Beesley will get website cleaned up. Beesley will put note in budget file for more front desk help and IT position.
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<b>NEW BUSINESS</b>		
<b>Executive Limitations</b>		
1. Emergency Library Director Succession. Pg. 7	Board members agreed that an Emergency Preparedness Plan be put in place in the event that the library director not be able to fulfill duties. Since there is no current Assistant Director, control of the library would temporarily pass to the Youth Services Manager in the event of an emergency.	Beesley and Goodman will create emergency plan for library direction.
2. Review Personnel Policies	<p>The Library Director can make exceptions to current Personnel Policies without the need for board members to sign off on any such actions deemed necessary. The Library Director must, however, notify the board of director actions.</p> <p>All below bullets mark changes that must be made to the current Personnel Policy;</p> <ul style="list-style-type: none"> <li>• P.10- changes made to the first paragraph under M- maintenance.</li> <li>• P.11- Personnel files update. It was recommended that the files be dated each time an update occurs.</li> <li>• P.12- It was pointed out that comparisons between local government and private employee wages are called for when determining wages.</li> <li>• P.12- Anniversary hiring raises will cede to end of fiscal year raises.</li> <li>• P.13- Correct “payday” typo</li> </ul>	

- P.17- Change in number of staff holidays must be made.
- P.18- Change in number of staff holidays must be made.
- P.25- Change in Discretionary Holiday numbers must be made.
- P.30- G- personal appearance: create wording to implement “business casual” at all times “during work hours or on duty.”
- P.30- Personal telephone calls (two items not needed, redundant)
- P.31- Excessive personal calls- sentence removal.
- P.31- J- Smoking: title to be changed to Smoking/Tobacco
- P.32- Harassment: delete final sentence
- P.32- Creation of wording covering harassment by Director
  - Beesley will go over legal wording with SDOA.
- P.33- #5: investigation: sentence beginning with The director’s... must be changed.
  - Beesley will look into library’s legal response to public announcements for information on personnel reprimands/punishments
- P.36- D: chain of complaint by staff when expressing harassment issues.
- P.38- take out emboldened wording.
- P.39- font needs to be changed.
- P.40- font needs to be changed.
- Assistant Director Application- change date; add “can” to the beginning of sentence beginning “Functions as director...”; remove necessity for knowledge of Follett services system.
- Youth Services Application- add “can” to the beginning of sentence beginning “Functions as director...”
- Create new description for IT position.
- Remove all page breaks in position applications.

1. Director's report	Relationship between Endowment and library committees was clarified. Central Oregon Library District was discussed. Discussion points: Advantages of shared resources, questions pertaining to its effect on our relationship with DPLS. Report Accepted.	Beesley will look for studies about combining library systems.
2. Monitor: Code of Conduct. Pg 19	Accepted, no discussion.	
3. Change of Board meeting date	Per request, the board meetings be moved to another weekday other than Tuesday. Preferably Mondays. All board members must be present to decide any further actions.	Discuss in December.
<b>Board Library Director Linkage</b>		
1. Linkage Policy-Unity of Control pg 27	Accepted, no discussion.	
<b>Results Policies</b>		
Schedule Board work session	Possible dates: 11.30, 12.1-11, 12.15, 12.17	Board members will check their calendars to see which of these dates will work.

<b>Executive Session</b> ORS 192.620 <i>(if needed)</i>	There was no Executive Session	
<b>Q&amp;A</b>	There was no Q&A.	
<b>Agenda building</b>		
Changes to Results Policy	Shapiro's document	
Project Action Plans		
Plan work session		
Board meeting date		
Task force report		
Regional library		
Grants		
Director emergency plan		
GAP analysis		
Adjournment	Meeting adjourned at 5:20 by Stovall.	

Respectfully submitted,  
Sally Beesley  
Patrick Goodman