

**District Board Meeting
December 8, 2009
3:00 PM**



Minutes

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

Staff: Sally Beesley, Patrick Goodman.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	Weigand called the meeting to order at 3PM	
2. Public Comment	There was no public comment	
3. Approve minutes 11/10/09	The amended minutes were approved (Stovall/Hillis)	
4. Additions to the agenda	Audit report was moved to later in the meeting. Duplications on agenda were deleted.	
UNFINISHED BUSINESS		
1. Review of Project Action Plans & update on progress:	It was agreed that the usage of Project Action Plans should be decided by the Director. Beesley is responsible to choose appropriate reports to communicate with the board and to keep track of projects and tasks.	In order to keep information current, organized, and subject to follow-through, Beesley will report to the board on grants, programs, etc on a regular basis. She may use the PAPs or another form she deems more serviceable.
Audit	Candi Fronk of Harrigan Price Fronk & Co. presented the annual audit. Audit went smoothly. There were no unusual findings or concerns. Mick Knobel was commended for doing a fine job. It was clarified that the main categories of a budget cannot be exceeded without a supplemental budget. Sub categories can be exceeded as long as overall effect does not cause main categories to be exceeded. Fronk gave high approval to the segregation of duties. This creates good checks and balances. Budget publications were done on time. Fronk stated "Overall a very good report."	

2. Facility planning task force update	<p>Four primary necessities:</p> <ol style="list-style-type: none"> 1. Better signage 2. More catalog (OPAC)/research computers 3. Refined children's storytelling area 4. Refined multimedia area (CDs, VHS/DVDs) <p>Weeding will be an important tool in creating better use of current space. Concern over old city hall and county building being torn down and area near library becoming abandoned was expressed.</p>	Schedule next meeting; weeding process will be reassessed in one calendar year.
3. Collection agency	In Director's report. No discussion	

NEW BUSINESS		
Executive Limitations		
1. Communication and Support to the Board	<p>Made progress with Director/Board communication, but there are [always] areas in which improvement is needed.</p> <p>Board discussion on the following:</p> <ol style="list-style-type: none"> 1. Information collection by Beesley often needs to be more clear. 2. #9 wording confusing. 3. (Weigand raises objection to #5) November minutes were redundant. 4. If there's a problem during the year that the board was not made aware of, Beesley must make board aware. 5. Strike last sentence due to opinion/perception (of #5) 6. #10- Board has received late packets. 7. Still working on board minutes. 	<p>Beesley Add statement that board packets were not always sent on time as dictated in the policy. Director will send out a notice to board members if board packets will be late. Further fine-tuning of minutes.</p>
Grants	<ol style="list-style-type: none"> 1. Request to Rotary to donate funds to Community Read and match Gates Grant. 2. Grant application for Space shuttle artifacts was submitted. 3. Warm Springs taking up quite a lot of time. Other grants will be pursued when WS projects are completed. 	Beesley will report back on progress with grants in Director's report.
Governance		
1. Director's report	<p>Snow removal done by county. Stairs will be kept clear and safe at all times. Pre salting walks before storms was also suggested, especially front steps. Gap analysis - staff will prepare gap</p>	staff-task force create/discuss gap analysis at their next meeting.

	statements in preparation for board work session on facility planning. Step 7 of "New Planning for Results."	
2. Monitor: Board Committee Principles Pg 21	- pg.21 #4 (word 'and' should be switched to 'any') It was agreed that the board is in compliance with this policy.	Beesley will make correction on page 21, Num. 4.
3.Change of Board meeting date	Withdrawn, meeting day will stay the same.	
4.Bid for replacing Annex furnace	Central Oregon Heating bid: \$3,300 - Includes removal of old furnace. Board is supportive of replacing old furnace.	
Results Policies		
Schedule Board work session	Tabled, to address at a later date.	
Results Policy monitoring report	Tabled	Put RP on Unfinished Business on next month's agenda. Remove "Follow Up" from agenda.
Q&A	There was clarification of what negative numbers on the financial statement signify. Copies of updated Personnel Policy should be given to board members.	Beesley will distribute updated Personnel Policy Report.
Agenda building		
	Website critique	Stovall will distribute webpage critique.
	Communication and Support to the Board	
	Results Policy monitoring report	
	Task Force report, Gap Statement	
Adjournment	4:53 PM	Weigand

*Respectfully submitted,
Sally Beesley
Patrick Goodman*