

**District Board Meeting  
February 14, 2011  
3:00 PM**



## Minutes

Present: Board Members: Susan Stovall, Anita Goodwin, Katrina Terry, Bill Vollmer, And Stephen Hillis  
Library Director: Gilbert Chavez

The meeting location is assessable to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Library Director at (541) 475-3351.

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/ Action</b>
1. Call to order	Susan Stovall, Chair called the meeting to order at 3:00 p.m.	Stovall
2. Public Comment	No public comment	
3. Approve minutes	Katrina Terry's statement should be revised stating that the Board should meet prior to the meeting with Turi. Stephen Hillis moved to approve the December 13, 2010 minutes as amended. Bill Vollmer seconded. The motion was passed. There was no meeting in January.	Board
4. Additions to the agenda	Stovall said to add library director evaluation process to the end of the agenda.  Gil Chavez requested to set a firm date for a subsequent meeting with Turi.	All
<b>Presentation</b>	Stovall introduced Matt McGowan and Shannon Sjolund, of Western States Insurance.  McGowan presented a summary of the district's coverage. He said the district had \$2,254,847 total limit of liability for property including equipment. There are several items included in the coverage that cannot be changed or negotiated. These are actually benefits for the insured. The projector coverage was discussed and McGowan said he would check if it was a scheduled item in the policy. The annex projector's replacement cost is approximately 5 to 6 thousand dollars, said Hillis.  Terry asked if there was coverage for board directors. McGowan said there was coverage for board members in case of law suits. There was also crime coverage along with coverage for the van.	

	<p>Sjolund presented an overview of medical insurance coverage. She said every year they shop for best value in group coverage. She said the district currently pays 90% of employee's coverage. Stovall said it was 80%. Chavez noted his mistake and would correct the error. Next, the issue of amount contributed by the district towards the HSA Saving Account plan was discussed. The current amount is \$3,050, according to Sjolund. Hillis said the intent of the contribution to the HSA was to offset the cost of the medical insurance plan deductible. He directed Chavez to provide an overview of employee medical insurance contributions paid by the district. Chavez will follow up.</p> <p>Sjolund said unused HSA funds carried over to the next year. She said employees could contribute their own funds to the HSA and have a tax advantage.</p> <p>Sjolund said employees could opt out to another group policy but not to an individual policy.</p> <p>Stovall thanked McGowan and Sjolund for the informative update.</p>	
<p><b>UNFINISHED BUSINESS</b></p>		
<p>1. Future Facility</p>	<p>The board scheduled a pre-architect meeting on Friday, March 4, 10:00 a.m. and a meeting with Turi on April 18, 10:00 a.m., both meetings to be held in the annex.</p> <p>Chavez said staff had sketched a basic floor plan based on space usage needs. Chavez will send the sketch to board members.</p> <p>Chavez said given the lack of suitable sites available for the new library, perhaps a two-story facility might be considered. The Stewards program could help provide some staff support for second floor functions.</p>	<p>Board</p> <p>Special meetings:</p> <p>Pre architect meeting on March 4, 10 a.m. and Meeting with Turi on April 18, 10 a.m.</p>

2. Ford Family Leadership Grant	The board training project presented by Margot Helphand was closed last month. Ford Family Foundation, friends of the library, board members, and library director collaborated to fund the project.	Chavez
3. Site Location Process	Chavez said the owners of the two lots across the street from the library sent a letter stating they were meeting with their attorney and accountant this week. They will be making an offer to sell after their meeting.  The other current possibility is the lot across from McDonalds next to the phone switching station. The owner is also interested in selling and is willing to work with the library on a price and terms.	Chavez
4. Work Session	Terry said her work session documents were completed. Stovall said it was helpful to work on the work session items as a group. The process went relatively fast but there were many items to cover in one session. The group generally agreed to complete the process at the March 4 meeting.	Board
<b>NEW BUSINESS</b>		
<b>Linkage Policy</b>		
1. Monitor: Linkage Policy-Delegation to Library Director	p. 29 The board reviewed the policy and found the Board to be in compliance.	
<b>Ex Limitations</b>		
1.Ex. Limitations - Policy Asset Protection	p. 8 The board reviewed the policy and found the director in compliance.	Board
2. Ex. Limitations – Compensation...	p.9 The board reviewed the policy and found the	

	Director in compliance.	
<b>Governance</b>		
1. Monitor annex usage and contract documents	<p>The proposed Annex Use policy was discussed. Chavez said the proposed policy was intended to reinforce the purpose of the annex to be used free of charge by nonprofit groups and organizations. Groups, organizations, and businesses wanting to use the annex for commercial purposes should contribute some funds to help with operating expenses.</p> <p>Chavez said other meeting spaces in town charge upwards of three hundred or more per use. As such, one hundred fifty is a bargain. Plus the deposit is refundable.</p> <p>Hillis said the form should state that refundable deposit checks are held by the library un-cashed.</p> <p>Hillis said the projectionist should be a library approved projectionist.</p> <p>Stovall directed Chavez to revise the form as discussed and present it at the next meeting for review and possible approval.</p>	<p>Board/Chavez</p> <p>Board/Chavez</p> <p>Chavez will revise the form and present it at the next board meeting.</p>
2. Monitor – General Operation Rules of Conduct	<p>The policy was review and the Board was found to be in compliance.</p>	<p>Board/Chavez</p>
3. Personnel Policies	<p>The policies were discussed generally and the board and library director were found to be in compliance.</p>	<p>Chavez will continue to monitor personnel policies on a regular basis and provide the board with regular updates.</p>
4. Salary schedule	<p>The salary schedule was discussed and Board found to be in compliance.</p>	<p>Chavez will send out the salary schedule.</p>
5. Board Governance: Board Operations	<p>The board was found to be in compliance. Stovall said the website still had Tuesdays listed for the regular meetings. Chavez will update to</p>	<p>Board/Chavez</p>

<p>6. Monitor Board Governance: governance quality and costs</p>	<p>Mondays.</p> <p>The policy was reviewed and the board found to be in compliance.</p>	<p>Board</p>
<p>7. Director's Report</p>	<p>Staff Development:</p> <p>Dion Hryciw will be dropping the Windows 7 networking certification course. He will be requesting a refund and/or use the credit to enroll in a similar course that better matches his training needs and the needs of the library.</p> <p>Maureen Caldwell will provide an overview of her recently completed course, "Job and Workforce Recovery", at the March 14 board meeting.</p> <p>Business:</p> <p>Tom Jaca, Fire Chief, met with Chavez on January 24 to review progress on three recommendations made by Jaca, to (1) lower the height of the fire extinguishers, (2) remove items from the top shelves in the basement rooms, and (3) remove the boxes from the fenced bin near the rear door of the library. Jaca was pleased that all recommendations were completed in an appropriate and timely manner.</p> <p>The public restrooms were closed for four days due to malfunction and blockage of the toilet bowls. The bowls had to be replaced. Wayne, of Crooked River Plumbing finished the work on Sunday, January 30.</p> <p>The new catalog terminal in front of the director's office was activated on January 10. It will serve as an additional online catalog station until the self checkout system is installed by Deschutes PL. The only hold up at this point is the implementation of expanded bandwidth. Chavez is still considering bandwidth provider options prior to committing to a contract.</p> <p>The library van's passenger side mirror arrived and was installed on January 26.</p> <p>Properties:</p>	<p>Chavez</p>

8. Budget	<p>Chavez and Steve Hillis identified a few vacant properties around town as possible sites for the new library. Chavez followed up with the owners. All turned out to be way overpriced and relatively far from the center of town. Other more favor able possibilities are in the works.</p> <p>Budget committee members were considered for appointment as follows: Teri Drew, Mike McHaney, Holly Booren, Chuck Alexander, and Tom Machala.</p> <p>Bill Vollmer moved to appoint the budget committee members as presented by the Library Director. Susan Stovall seconded. The motion was passed unanimously.</p>	<p>Board/Chavez</p> <p>Chavez will follow up with budget committee member appointees.</p>
<b>Q&amp;A</b>		All
<b>Agenda building</b>		All
Adjournment	Meeting adjourned at 5:03 p.m...	Stovall

March 4, Pre-architect meeting  
March 14, Board Meeting