

**District Board Meeting**  
**March 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 3:04 p.m.	Stovall
2. Public Comment	No public comment	
3. Approve minutes	Steven Hillis moved to approve the February 14, 2011 minutes. Anita Goodwin seconded. The motion was passed by unanimous vote.	Board
4. Additions to the agenda	There were no additions to the agenda.	All
<b>Presentation</b>	<p>Maureen Caldwell presented an overview of a library sponsored course she recently completed. The online course was aimed at identifying and addressing the needs of job seekers and the unemployed through a variety of resources available at the library.</p> <p>Part of the course required Maureen to visit a number of local agencies to explore information needs and resources available to the general public. Some of the agencies visited included Oregon Department of Employment, Heath Department, Veterans Administration, and the Senior Center.</p> <p>Maureen said the course was valuable to the library community because it identified actual current needs for planning better library services for these tough economic times.</p> <p>A website evaluation system is available on many library sites. It would be helpful to have that feature at our library.</p> <p>Maureen said the course was very helpful and thanked the board for supporting the training.</p>	Maureen Caldwell, Library Aide

<b>UNFINISHED BUSINESS</b>		
1. Future Facility	<p>Rich Turi will be presenting on April 18, 10:00 a.m.</p> <p>Chavez said the lot across from McDonald's is the most active at the moment. The owner of that property is waiting for the district to make an offer.</p> <p>The owners of the other three properties have not responded.</p> <p>It looks like the current library site seems to have the most potential and support at this time.</p> <p>Hillis said he would rather purchase property on the same block.</p> <p>Stovall said at some point the board should decide where the library site should be.</p> <p>Terry said perhaps the district could pay a down payment to hold a property a couple of years to allow time for fundraising.</p>	<p>Chavez/Board</p> <p>Architect meeting on April 18, 10 a.m.</p>

	<p>Chavez said purchasing any property would affect the project timeline. Bill Vollmer said perhaps a five year option could be considered to minimize the upfront cash outlay.</p> <p>Further discussion centered on the current library site exploring ways of means of finding enough space for a new facility with adequate parking.</p> <p>Steven Hillis moved that the board proceed with the concept of adding on to the existing building in the annex area with the possibility of purchasing the land immediately to the north or as a second choice to the west for parking. Bill Vollmer seconded. The motion was passed by unanimous vote.</p> <p>Chavez will follow up with property owners.</p>	Motion made and passed by unanimous vote
2. Ford Family Leadership Grant	<p>Chavez reported that the grant was officially closed.</p> <p>Chavez said the Meyer Memorial grant for the Warm Springs was almost completed.</p>	Chavez
3. Site Location Process	Addressed above with no further discussion	Chavez
4. Work Session	The board scheduled Friday, March 25 for a work session, 10:00 a.m. to 2:00 p.m.	Board
<b>NEW BUSINESS</b>		
<b>Linkage Policy</b>		
<b>Ex Limitations</b>		
1. Monitor: Ex. Limitations Policies, Financial Planning and Budgeting	The board discussed executive limitations policies, financial planning and budgeting and was found to be in compliance.	Board
2. Monitor: Ex. Limitations- Policies, Financial condition and Activities	The board discussed executive limitations policies, financial condition and activities and was found to be in compliance.	

<b>Governance</b>		
<p>1. Monitor annex usage and contract documents</p> <p>2. Budget presentation and discussion FY 2011 - 2012</p>	<p>The board discussed the proposed new policy for annex use. Steven Hillis moved to approve the first reading of the proposed new annex use policy. Katrina Terry seconded. The motion was passed by unanimous vote.</p> <p>Mick Knobel, Accountant, was not able to come today. He will be scheduled for the March 25 meeting.</p> <p>Stovall said the Library Aides amount projected amount should be discussed further. Library service levels have remained steady in previous years.</p> <p>Chavez said Aide hours would be needed to support general library operation plus the Warm Springs and Crooked River Ranch projects.</p> <p>Stovall said perhaps the number of volunteers could be increased to help support staff. Chavez said volunteers can help to a certain degree. However, public services functions are normally done by paid staff. On the other hand, Library Stewards are trained in specific public service functions. But that is an educational program.</p> <p>Most current volunteers have their own comfortable niches of responsibilities.</p> <p>Hillis said an estimated additional \$7,000 would be needed in this year's personnel category. The same amount would likely be needed next year.</p> <p>Chavez will determine the necessary adjustments to the personnel services category.</p>	<p>Board/Chavez</p> <p>Motion made and passed by unanimous vote</p> <p>Board/Chavez</p>
<p>3. Director's Report</p>	<p>The Deschutes PL Board decided not to expand the agreement with JCLD at this time. However, catalog sharing and interlibrary loan will continue.</p> <p>Chavez is looking into joining the Sage system as a way of expanding library resources and possibly improving automation support.</p> <p>All budget public notices have been published according to the budget calendar.</p>	<p>Chavez</p>

	<p>Chavez has been working with Mick Knobel, Accountant, on the budget document and data formulas.</p> <p>Dion will be testing a computer reservation system next week.</p>	
<b>Q&amp;A</b>		All
<b>Agenda building</b>		All
<b>Adjournment</b>	Meeting adjourned at 5:03 p.m...	Stovall

March 18, Work session  
April 11, Board meeting and Budget Committee meeting