

**District Board Meeting**  
**August 9, 2010**  
**3:00 PM**



**Minutes**

Board attendance: Stovall, Hillis, Goodwin, Vollmer, Terry  
 Staff attendance: Beesley, Forman

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/Action</b>
1. Call to order	Meeting called to order at 3:05 p.m.	
2. Public Comment	No public comment.	
3. Approve minutes	07/12/10 minutes Hillis It was moved and seconded (Hillis/Vollmer) that 7/12/10 minutes be approved. Motion carried.	
4. Additions to the agenda	Future facility added to agenda. Hillis moved to approve the agenda as amended. Terry seconded. Motion carried.	
5. Board photo shoot	Photo was taken of all five current board members for the website.	

<b>UNFINISHED BUSINESS</b>		
1. Emergency Plan update	<p>Hillis asked if there has been a physical walk through of the emergency plan for the whole staff, and Terry suggested perhaps a mock incident.</p> <p>Beesley said that, so far, the staff has just been given the packet and watched a fire extinguisher use video.</p> <p>Vollmer asked if there were a three foot safety space around the electrical panel and Beesley responded that the area has signage (in English and in Spanish) and that it is clearly marked in red tape to indicate it must remain open. She stated that most of the time the marked off area is indeed clear of objects, but that occasionally someone has mistakenly laid something there.</p> <p>Vollmer also suggested that there be staff plan concerning who is responsible for shutting off the electrical main in case of a flood or fire emergency. It was decided that the senior staff person present at the time of the occurrence should be responsible for this.</p>	<p>Beesley will arrange a walk through at a staff safety meeting.</p> <p>Beesley will also explain to staff the new plan for having the senior-most staff member shut off the electrical main in case of flood or fire.</p>

	<p>It was suggested that there be a mandatory staff safety meeting with a walk through.</p> <p>The director, as always, would notify the board if any emergency occurred, but this would not need to be written into the policy manual.</p>	
2. Director Applications	<p>The board decided to schedule a work session to screen and select the top three or four applicants for interviews. This would be in advance of arranging for public (staff and community) input on final candidates.</p> <p>A scoring matrix needs to be developed before the screening/interview process. Vollmer offered to develop an excel spreadsheet form which he would send to other board member for their input. Each board member will then reply (to Vollmer only) with their ideas on director selection criteria. Vollmer will then sort through all the input to develop a workable matrix.</p> <p>It was pointed out that not all applicants provided their signatures on their applications, and that these need to be procured. Beesley said she would see to this.</p> <p>The work session for screening and selection of top 3 or 4 candidates was scheduled for Wednesday, August 18<sup>th</sup> at 10:00 a.m.</p> <p>It was decided that reference checks will later be made on those three or four candidates selected during the work session for interviews. An interview committee will be established, consisting of the board, Beesley, one staff member, and one community member. The board needs to develop interview questions that determine the candidate's processing capabilities; for example, "Given such and such situation, what would you do?" All candidates need to be asked the same questions.</p> <p>It was established that a job offer will be made by no later than October 1<sup>st</sup>. Beesley is willing to stay on to as long she is needed for transition and training.</p>	<p>Board will hold work session on Wednesday, August 18 at 10:00 a.m. to screen director applications and pick the top three or four.</p> <p>Vollmer will send a spreadsheet out to the board and the board will send (to Vollmer only) their suggestions on what should be included as categories in the scoring and screening of director candidates. Vollmer will create a director candidate scoring matrix from these suggestions.</p> <p>Beesley will get signatures of all applicants seeking the director position as some did not sign their application.</p>

<b>NEW BUSINESS</b>	<p>Beesley reported that Ted Viramonte from Best Care came to talk to her about that company's interest in possibly buying the library building (not including the Rodriguez Annex) as they would like</p>	
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	<p>something larger and more cheerful than the 3,000 square feet they currently have on C Street.</p> <p>They hope to move 2 and ½ years from now when their lease at their current location runs out. Beesley asked local realtor, Mike Ahern, for a ballpark figure as to what our library building (not counting the annex) might be worth.</p> <p>He said the library building might be valued at around \$650,000 at the current prices. This could change in 2 years time. It was discussed whether a new library building might be in place by then, and it was agreed that the timeline might be just right. It was also postulated that perhaps Best Care could extend their lease on the C Street location on a monthly basis if the library did negotiate a sale but could not quite meet the moving out deadline.</p> <p>It was suggested that a growing church at a storefront location might want to buy the annex.</p> <p>Beesley expressed optimism that the Bean Foundation may have property they could donate to the library, and with the help of the Ford Foundation and the Meyer Trust, a new library could be situated near the middle school, the community college, and the MAC. It was suggested that Yarrow may also have lots between the middle school and the MAC that are more suited in location to nonresidential and that they might consider donating to or offering at a discount price some of this developed land to the library. The Library would thereby upgrade both in building size and quality as well as in situation and land value.</p> <p>It was noted that both current Library buildings are fully paid for. The library is in a position to build a new building without a tax levy, which is particularly good considering that a levy at this time would likely not pass, and if it did, it would put unnecessary strain on the already financially strapped citizens of the library district.</p>	
<b>Executive Limitations</b>		
1. Monitor - Global Executive Constraint	The new board members were informed that monitoring reports are for making sure that policies are in compliance. The board agreed that they are.	
2. Financials	Mick's financial report was considered. On page 2, in integrated library systems, Beesley pointed out	

	<p>that the 17% is a quarterly payment, not a monthly one.</p> <p>Beesley also pointed out the Orbis Courier payment on page 4 and 5 is an annual fee.</p> <p>The board looked over the report and gave it their approval.</p>	
<b>Governance</b>		
1. Director's report	<p>Bend Broadband received stimulus money for upgrading internet service to Central Oregon. Bend Broadband listed JCLD on their application for stimulus money as one of the institutions whose internet infrastructure they would upgrade. The stimulus money must be spent and upgrades complete in the next 18 months.</p> <p>The charge for a faster connection will, of course, be more expensive, particularly since Crestview Cable currently provides the library with free internet connection. Stovall asked if the JCLD would be locked into using Bend Broadband's services if they accepted the free hardware upgrade from them. Beesley will look into this.</p> <p>Beesley pointed out that the technical aspects of this upgrade are a bit beyond the scope of her understanding and that of anyone else on staff, but she said she would delve further into the matter.</p> <p>It was suggested that, if necessary, a broadband representative could come give the board a presentation about the upgrade, or perhaps a consultant could be hired to guide the library in making more informed technological decisions.</p>	<p>Beesley will do more research, contacting Bend Broadband to ask if there's a locked-in cost obligation for services.</p>
2. Board Job Description	<p>The board reviewed Pg. 16 and agreed that they were in compliance.</p>	
3. Board training	<p>It was decided that, as soon as the new director assumes his/her duties, a session with Margo Helphand would be scheduled for board training.</p> <p>It was also decided that a 20 minute session with Mick be arranged at the next board meeting in order for him to help the new board members understand the budget.</p> <p>Vollmer asked if his position on the budget committee would need to be filled by another person. Although Vollmer will still be on the budget committee as a board member since all board members also serve on the budget committee, his position as a community member</p>	<p>Beesley will contact Knobel about making a 20 minute presentation at the Sept. 13<sup>th</sup> board meeting on how the budget works.</p>

	<p>on the budget committee will need to be filled by another person.</p>	
<p>4. Internet policy change</p>	<p>Pg. 19 Gen. Op Manual  Four new laptops have been set up for public use. To use the laptops, the patron must provide either a driver's license, an Oregon State ID or a tribal ID, which the staff will hold as long as the laptop is checked out. Since children do not have ID they will use the desktop computers.</p> <p>The laptops are being offered to the public because, while there is a demand for more computers, there is no room for new desktop computers in the library without taking out book shelves.</p> <p>Terry asked if we have a security system in place. Beesley explained that we do not and that there are drawbacks to getting a security system installed. It's expensive. It often costs libraries more for security than for book replacement. People intent on stealing learn how to rip out security stickers in order to steal books anyway.</p> <p>There are new technologies that may eventually make a security system more feasible for our library. An RFID transmitter check out system would enhance the effectiveness of a security system and make it easier to incorporate in our library. There is also now security ink for printing books with built-in security encoding. Regarding laptop security, we could buy and install software that would track the laptops.</p> <p>The laptops can be used anywhere in library. They are numbered with large yellow tags for easy identification by staff. There was discussion among staff that we could also paint them neon pink to discourage theft.</p> <p>It was moved by Terry that internet policy be changed to require a driver's license, state ID or tribal ID for adult only check out of laptop computers. Goodwin Seconded.  Motion carried.</p> <p>Beesley presented a new checklist form she made up to be given to annex users. It will help in keeping a record of foot traffic in annex, help remind annex users of their responsibilities, and help keep staff apprised of areas of concern in the</p>	<p>Beesley will put changes about laptop computer use into policy manual.</p>

	annex.	
5. Donations	<p>Report for July 09 to June 10</p> <p>There was discussion of how donations are notated, how they are brought to board's attention, and how they are used and accounted for. Stovall pointed out that Brightwood has been a regular donor to children's programs in the past. The last year that Brightwood donated, they gave \$1,300, an impressive figure. It was suggested that perhaps donations of this magnitude should be given more notice by the board and perhaps the person in charge of the program that is the beneficiary of the donation should provide more follow up to the donor as the exact use of the money.</p> <p>The question was posed: If the Endowment Foundation gets the money, how do we know if the money gets to where it's earmarked?</p> <p>Beesley explained that the procedure is that the Endowment holds the official 501c3 status. Donations have to go through a 501c3 entity. But according to the new and more streamlined method of handling donations, Beesley keeps track of all that has been donated, and that is reported to the endowment for their records and then given directly to the earmarked recipient, such as the film committee, the community read, a special book purchase, etc... A thank you card goes to the donor, on which is included the Endowment's 501c3 number for the donor's tax purposes. A list of donors given to the board members allows them to know who has donated so that they can say thank you when they meet donors on the street.</p> <p>Discussion ensued as to whether specific donation amounts should be reported to the board... or if just the list of donor names should be presented to the board without amounts given. There were varying opinions on the matter. It was suggested that donations of a significantly great amount, such as over \$1,000, might be brought to the board's special attention.</p>	Beesley will create a potential means of presenting information to the board on donor gifts and how they have been used.

Q&A	Terry asked if there were a chart of the associated organizations that support or are related to the library; for example, Friends of the Library,	Goodman will make a flow chart showing the interconnected
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	<p>Community Read , Film Committee, Endowment Foundation, etc.</p> <p>Hillis said it has been the board's intent to have one board member on every committee. (Hillis has served on two.)</p> <p>Terry asked about Goodman's internal library structure chart. Terry asked if the Assistant Director description had been changed to Library Manager. Beesley stated that Library Manager position was added but Assistant Director was maintained for future purposes.</p> <p>Terry asked about the Task Force, if it was an ongoing process and was told that it is. Vollmer pointed out that the Shapiro document is an excellent and valuable accumulation of research. Stovall also praised Shapiro's hard work and her fine presentation to the board. Stovall noted that a special session will be planned to work through the Task Force agenda when the new director comes on.</p>	<p>relations between the library and its related organizations.</p>
<p><b>Agenda building</b></p>	<p>The next Board Meeting is scheduled for September 13.</p> <p>The Future facilities discussion is tabled for now.</p> <p>Beesley will present Information from Broadband contact about the potential internet upgrade.</p> <p>Mick will do a 20 minute presentation to the new board members to help them understand the budget.</p> <p>Beesley will present a means of organizing donor information for the board.</p> <p>Goodman will draw up an external organizational flow chart showing the library's relationship to its related organizations.</p> <p>The board will review what was accomplished at their August 18th work session.</p>	
<p><b>Adjournment</b></p>	<p>Meeting was adjourned at 4:20.</p>	

*Respectfully submitted,  
Lorene Forman  
August 12, 2010*

Director's Report  
August 2010

**Book Sale.** The Friends annual book sale was a great success. They made \$1,126. There were also lots of volunteers – youth groups, Boy Scouts & others. Lots of smiles on the customer's faces.

**Bend Broadband.** I talked to the people at Bend Broadband when I heard they had received stimulus money to improve broadband in Central Oregon and we are on their list as one of the public entities that will be covered on their grant. So sometime in the next 18 months that should happen. This will give us a much faster internet connection.

**Summer Reading Program.** Great success! All the weekly events were well attended in all three locations. More in attendance than last year. Big finale was at the pool July 31<sup>st</sup> and about 50 children came.

**J C Historical pamphlets.** We have copies, but unfortunately the staff member that was asked about it didn't know and they are not in the catalog. We will go over that in staff meeting and talk about how best to get them cataloged.

**Energy Trust Grant.** I'm working with Culver Electric on this grant. It will replace the light fixtures in the library and annex to something more efficient. The inspector from Energy Trust was here this month with Culver Electric to measure, count and decide what needed to be done. This is a matching grant and when the final figures are available, I will let you know.

**Miscellaneous.** We hosted Coffee Cuppers on July 9 along with the Film Committee. It was a great success. I've been working on the Results Policy Monitoring Report and am getting very good at graphs! We had about ten new volunteers start this month. Lorene Forman and her girls decorated the storytelling van and drove it in the 4th of July and County Fair parades. I am working with Chachka to incorporate our new logo into our website. When the website is ready to go live we will switch to the new logo.

**Donations:**

Greg g Macy --- Library

Tom Machala (Jeff Co. Health) --- Film

Dorothy & Jerry Ramsey --- Film

Jason Hertel --- Film

Steve Nitchelm – Cascade East Vet. --- Film

Barbara & Tom Manning --- Film