

**JEFFERSON COUNTY LIBRARY DISTRICT
BOARD MEETING MINUTES**
October 15, 2012

Board Members Present: Anita Goodwin, Stephen Hillis, Katrina Terry and Bill Vollmer
Library Director: DeRese Hall

1. Call to Order

The meeting was called to order at 2:00 p.m. by Board Chair Susan Stovall.

2. Minutes

Stephen Hillis moved to approve the September meeting minutes. Bill Vollmer seconded and the motion passed unanimously.

3. Financials

The financials were reviewed and deemed to be in order.

At this point in the meeting the Board welcomed their guest Lyn Craig. She is attending in order to share with the Board what their LEO dollars are purchasing and to give a little information on grants.

4. Agenda

Katrina Terry moved to approve the agenda as amended and with flexibility. Vollmer seconded and the motion passed unanimously.

5. Unfinished Business:

Parking Lot

Vollmer has staked off the parking lot across the street from the library. It is estimated that the lot will hold at least 15-20 cars. The city may require us to put in an additional curb cut unless, as discussed with them earlier, the cars can enter from 7th Street and exit down the public alley road. The curb cut would cost approximately \$1500 and have 4' of sidewalk on both sides of it. Vollmer will be in contact with an excavator to give him an estimate for what will need to be done in order to make the ground ready for the actual lot. He will also look into estimates for 2 sections of fencing to be placed between the rentals homes and the parking lot. Last, but not least, will then be directional signs for the public. His total estimate for this project is around \$4000. Another update will be coming at the next meeting. At this time the possibility of making the current Library parking lot a "compact car parking only" lot was addressed. There are times when access around the building is limited by larger vehicles parked in the corner spaces. It was agreed that signage would be placed at the entrance of the lot for that purpose.

Lyn Craig

Board Chair Susan Stovall invited Lyn Craig to make her presentation.

LEO membership:

Craig shared with the Board what their LEO money is purchasing. One item that was mentioned was Library 2 Go. It is a downloadable e-book site that she was under the impression we used at our Library. In reality we use "Overdrive" in conjunction with Deschutes Public Library and have since 2007. The other site, "World Book Encyclopedia Online" is a site that was never confirmed as available to our Library. This is something that will be looked into and added to our website. Coming in January from LEO will be "Ancestry" and "HeritageQuest". As we already subscribe to "HeritageQuest", this should be a cost saver for us in the future. LEO is co-sponsor of the Eastern Oregon Word Round-up coming up the last weekend of October. This event includes a book sale, author presentations, attendance by publishers, etc. There is a pool of funding for programs to be sent around eastern Oregon. Libraries contribute to this pool and then LEO applies for grants to enhance the pool. Jefferson County Library pays \$500 per year for our LEO membership. To sum it up, this fee gives us access to the discounted online databases, some technical and grant assistance and advocacy for Central and Eastern Oregon libraries.

Grant information:

Lyn Craig can write grants for member libraries through LEO – on a case by case basis they may do this at no charge or for their "payment" they could receive 3% of the grant dollars. She also can write grants on her own. After a little more discussion about our technology needs, it was decided that we need a grant for an IT savvy person that would devise a

plan to enable our system to work together within itself and also interface with DPLS. Craig suggested that the first step would be to the Ford Family Foundation for their planning grant. FFF would require 20% cash match and the grant could be up to \$5000. In her opinion, Oregon foundations are looking for requests for funding and they especially like libraries.

Vollmer asked Craig about the Foundation Center, a national database of grantors, and the possibility that LEO might be interested in purchasing it for all of the libraries to have access to. She will suggest it to her board. Craig also suggested that we call Buzzy Nielsen, the director of the Hood River Library, as he might be interested in being our consultant.

To wrap things up, she expressed hope that LEO will expand their programs next year and if so, she would like to see us be a part of it. As far as grants go, she is very optimistic that the time is right for libraries and suggests that the Board think seriously about new library construction funding in the near future.

After Craig's departure the Board discussed the possibility of not having to wait 10 years to begin a new building project. They would first like to see the technology issues resolved and then move on to looking into what funding may be available out there that would fit into future library plans. At that point, they would like to have Lyn Craig return for a longer presentation with more extensive grant research information.

Board Bylaws Review

Parts 1-3 of the Board Bylaws were reviewed. Several changes were made that will be added to the new update. Hillis has agreed to take the "Committee" section and make some adjustments. He will present his changes to the Board at the next meeting.

6. New Business:

Todd Dunkelberg from the Deschutes Public Library will be invited to join the Board at the November meeting.

7. Linkage Policy – Monitoring Library Director Performance

The chart was modified and the Board was found to be in compliance.

8. Executive Limitations Policy – Compensation and Benefits

This was an issue that came up while working on the budget. The Board asked that it be added to October's agenda. After discussion it was decided that Hall would come up with several options that address salary and benefits and present her findings to the Board at the meeting in January.

9. Executive Limitations – Financial Condition & Activities

This policy was adjusted to reflect changes that have been made to the financial limits of the policy manual - other than that, the Board is in compliance.

10. Executive Limitations – Financial Planning & Budgeting

The Board was found to be in compliance.

11. Board Governance – Chair/Vice Chair Roles

The Board was found to be in compliance.

12. Results Policy

Monday, November 5 from noon to 4 was selected as the time for a work session/special meeting.

13. Library Director's Report

There were no changes to the Director's Report.

14. Other

November 12 is a holiday but the Board will still meet on that day for their monthly meeting. The meeting will begin at 1:00

Our "Detail of Taxing District Levies" information has come in from Jefferson County. They are estimating that we will receive \$517,766.85 – the Library budgeted \$483,600. Our compression loss this year is estimated to be \$3818.94.

Adjournment

Stovall adjourned the meeting at 4:53 p.m.

Respectfully submitted,
DeRese Hall