



JEFFERSON COUNTY
LIBRARY
DISTRICT

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JEFFERSON COUNTY LIBRARY DISTRICT SPECIAL MEETING MINUTES November 5, 2012

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

1. Call to Order

The meeting was called to order at 12:03 p.m. by Board Chair Susan Stovall.

2. SDAO

Stovall went through the SDAO yearly worksheet line by line in order to check off items that the Board has completed in the past year. The more that can be selected, the more discount the District receives on its insurance.

3. Todd Dunkelberg, Deschutes Public Library Director

Dunkelberg will be attending the regular Board Meeting next week. To prepare for that visit, various questions/concerns were discussed. The Board is looking forward to the exchange of information.

4. Board Evaluations

Stovall compiled the evaluations that were turned in to her before the meeting. First she reported what the findings were for the Board as individual members. There were many "5s" received all-around. These included: reviewing and adopting the budget after the annual planning is complete, evaluating Director annually as per Board policies, feeling free to communicate problems with the Director, have established policies to govern and guide Library operations, continually review and update policies, safeguarding the First Amendment, receiving monthly reviews of finances and have policies that assign responsibility for implementing or enforcing the general policy. One thing also agreed upon that the Board needed to improve, was attending State or National meetings that relate to libraries. It was decided that they would attempt to attend State or more local meetings (possibly SDAO) as financing and time would allow but more so they would be likely to send the Director as their representative. The Board (with the exception of Stephen Hillis and Bill Vollmer) was noted in Stovall's compilation as needing to work on relationships with local, political representatives. Interest was expressed in getting on mailing lists of SDAO, OLA and ALA in order to keep up to date on issues.

5. SWOT Document

This document was prepared by former Director Gilbert Chavez from information and documentation that has either been discussed by the Board or is currently in place at the Jefferson County Library District. The Board is considering this to be an analysis report and will be going through it and taking elements from it to put into short-term goals, long-term goals and/or results.

The Results Policy had a proposed amendment made to it to include the phrase: "*Enhancing and enriching the lives of our patrons through literary and cultural programs and resources*". The proposal also included moving this phrase to the #1 position in the policy. This policy was deemed to be important enough to also be placed on the Board's Calendar of Events in order to monitor one aspect of it at every regular Board meeting.

Looking at the Strengths listed in the report, it was determined that the Library District is still doing well in the areas that were listed. A few suggestions of things to work on however, were cultural programming, finding ways to encourage patrons to recommend types of books, patron surveys, interaction with community groups and grant funding,

Looking at the Weaknesses listed in the report, it was determined that yes, most of those are still a weakness and will be addressed as various priorities in the Results Policy. The one exception to the "weaknesses" was considered to be

#11 "Warm Springs project needs improvement". The Warm Springs Library has improved tremendously and we are still working together with them whenever needed but that item is not considered a weakness at this point.

The Goals and Objectives/Priority Setting section of the SWOT was taken apart and given new designations.

Priorities were broken down into categories from 1 to 5 with 1 being the most important. Within those categories, each subject then had a notation of LT for a long-term goal or ST for a short-term goal. The categories came out as follows:

No.1 – LT: enhance Library facilities and ST: improve parking, technology (DPLS and staffing), personnel issues, collection sharing and agreements between JCLD and DPLS and under both ST and LT was fundraising programs (grants).

No.2 -- LT: library staffing, enhance relationships with Friends and Foundations and under both ST and LT were library outreach/PR/public service and website presence.

No. 3 – LT: Library hours, youth services and Spanish services and ST: open Fridays

No. 4 – ST: volunteers

No. 5 – LT: security, District expansion and (patron oriented) collection development

Adjournment

Stovall adjourned the meeting at 3:50 p.m.

Respectfully submitted,

DeRese Hall