

**JEFFERSON COUNTY LIBRARY DISTRICT
 SPECIAL MEETING SUMMARY**
 March 31, 2015

Board members present: Guy Chittenden, Stephen Hillis, Janet Pacheco Fisher, Susan Stovall, and Bill Vollmer
 Library Director: DeRese Hall / Secretary: Pat Dinsmoor

1. Call to Order

The meeting was called to order at 4:05 p.m. by board chair Susan Stovall. There was no public comment.

2. Agenda

Stephen Hillis moved to approve the agenda with flexibility. Janet Pacheco Fisher seconded and the motion passed unanimously.

3. Unfinished Business

The following is a summary of the Annual Vision Review and Work Session that was continued from the March 10, 2015 regular meeting of the board of directors. It was the consensus of the board that by selecting a Results Policy category, and then brainstorming ways to improve that category, a comprehensive list of items, along with recommended approximate costs, could be suggested to the director for inclusion in the budget.

Results Policy #1: “Residents of all ages have the opportunity to enhance and enrich their lives through literary and cultural programs and resources.”

| Item | Approx. Cost |
|---|---------------------|
| 1. Increase teen and adult participation in programs | \$1,350 |
| 2. Provide more cultural programs, including art and music, both at the library itself and outside of the library | \$1,000 |

1. It was determined that the youth/teen programs have been successful, but programs for adults could be increased. A goal would be to involve more of our senior patrons in programs at the Annex. Patricia Smith currently visits assisted living homes and reads to residents there. Another suggestion was that the library band could play at various assisted living homes.
2. Hillis said he would like to see more emphasis on bringing art, music, and cultural programs to the library. One suggestion that was made was to piggyback onto programs that Deschutes is/will be conducting in order to share the cost to bring the same program opportunities to Jefferson County patrons. Another possibility would be to partner with the Art Adventure Gallery and/or the school art departments on cultural and art programs.

Results Policy #2: “Residents have free access to library services and are able to find materials specific to their needs:

a) Residents have access to current technology and b) Residents have access to a current, reliable, and relevant collection.”

| Item | Approx. Cost |
|--|---------------------|
| 1. Minor remodel of inside of library in order to add more space for shelves | \$7,000 |
| 2. Increase book budget | \$5,000 |

1. It was the consensus of the board that it would be more important to add additional shelves than to keep some of the larger furniture (couches) for seating. How can the inside of the current library be reorganized to take advantage of the current space we have to maximize storage of books, DVDs, etc? If we need to weed some of our more current items, can we send them to outside areas such as Camp Sherman, Antelope, Culver, Metolius, or Three Rivers?

After some discussion, it was felt that we could do what needs to be done within the \$7,000. The board is OK with giving up some comfort in order to be able to provide more shelf space for library items.

2. Increase the materials budget in order to add as many current items as possible throughout the year.

Results Policy #3: “Residents have access to safe and welcoming facilities.”

| Item | Approx. Cost |
|---|--------------|
| 1. Replace water heater in janitor’s closet | \$2,500 |
| 2. Obtain services of a space consultant for library expansion | \$1,000 |
| 3. Replace lighting in the library through Energy Trust of Oregon (\$9,000 -- see explanation #3 below) | -0- |

1. This is a top priority since the current water heater is directly over the computer equipment and is original to the building. It will need to be replaced and moved away from the servers. Most of the janitorial items also stored in the closet may have to be moved, and depending on the size/type of water heater that is installed, there may need to be a small, lockable storage building installed outside the library proper.
2. Retain an architect/space consultant to advise on an expansion plan that may enable the library building project to be done in stages.
3. The lighting in the library will need to be replaced at some point. Right now there is a program in place through the Energy Trust of Oregon that will financially help with that project. It was decided to do this project as soon as possible since the program may end soon. It is assumed that for this item, the money would come out of the Building and Improvement Fund this fiscal year thus not impacting the budget. The rebate (\$4,500) that is generated by taking advantage of this program would then go directly back into the Building and Improvement Fund.

One of the original suggestions to be considered under this Results Policy was to open the library on Fridays. Hillis and Susan Stovall agreed that they would not be in favor of doing that at this time considering all of the other items that the board would like to see done. The remainder of the board were in agreement. The statistics don’t currently support opening on Friday and Stovall is very hesitant to reopen the library and then face the possibility of having to close again.

Results Policy #4: “Residents understand the types and scope of services the library provides.”

| Item | Approx. Cost |
|---|--------------|
| 1. Increase PR and advertising | \$2,000 |
| 2. Purchase TV monitor to display current and upcoming events | \$1,000 |

1. The Round Up had been contacted and the cost for a 1/3-page ad to run four weeks would be \$83. They would negotiate a lower rate if the library committed to a longer run. The possibility of having an ad of current/upcoming events displayed at the movie theater was also discussed. Vollmer may be able to create a still, possibly on Microsoft Publisher, and save it to a JPEG image that could be used. There could also be community service ads placed on local TV and radio stations, which would be free.

Pacheco Fisher volunteered to create a You Tube account for the library. She will come into the library at different times to take shots that could possibly be posted on You Tube and our web site. The board discussed the importance of making sure parents were aware of this kind of advertising before including the children. Preparing a blanket publicity release that parents could sign or just making an announcement at the beginning of programs was suggested. Pacheco Fisher will work with Hall on this and the board will be kept informed.

Stovall asked if someone wanted to prepare the budget letter from the board to the budget committee this year. Vollmer stated that he could work with Stovall to prepare the letter.

Hillis stated that he felt the board had done a good job of considering the amount of money to request for the upcoming budget year and didn't feel that these increases warranted the need to find categories to be reduced in order to accommodate the increases. Hall will go through the budget and add in the figures before sending the budget out to the committee.

Hall spoke with SDAO about the medical insurance and found that there will be a price increase. The insurance company is checking on the figures and will be in contact soon. PERS is staying the same, but minimum wage increased on January 1. Hillis recommended that the figures in the budget should reflect a cost-of-living increase for everyone who didn't receive an increase when the minimum wage went up. He feels that this is something that should be done so that the library doesn't fall behind again. Also, the fee paid to Deschutes for the Integrated Library System (ILS) is going up.

4. New Business

The next regular board meeting will be held Tuesday, April 14, 2015, at 4:00 p.m. The budget committee meeting will be held immediately following the board meeting at 5:30 p.m.

5. Adjournment

It was moved and seconded (Hillis/Pacheco Fisher) to adjourn the meeting at 6:00 p.m. The motion passed unanimously.

Respectfully submitted, Pat Dinsmoor