

April 14, 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 4:02 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. Accept Minute Summary**

**It was moved by Hillis and seconded by Bill Vollmer to accept the minutes of the special meeting on March 31 and the regular meeting on March 10. The motion passed unanimously.**

**4. Financial Review**

Hall stated that she didn't change anything in the budget under rentals since it's anticipated that repair work will be completed soon and we should start getting back on track with rental income. Guy Chittenden noted that the amount shown in the budget for senior programs (7010.4) seemed low and asked if services to seniors was covered under outreach (7010.6). Programs covered under general outreach could include programs for seniors as well as others. Although programs are only at 48% right now, the Summer Reading program is coming up and all of that line item will be spent in this budget cycle. Because of the timing of the program – June and July – some funds will come out of the next budget cycle as well. In the coming fiscal year additional funds for outreach have been proposed. These funds would come under the general category in order for the library to have flexibility in future allocation. **It was moved and seconded (Pacheco Fisher/Vollmer) to accept the financial review as presented. Motion carried.**

**5. Executive Session**

Hall and Pat Dinsmoor were excused at 4:09 p.m. so that the board could move into executive session according to ORS 192.660(2)(i) for the purpose of the library director evaluation.

The regular meeting was reconvened at 4:44 p.m. **It was moved and seconded (Hillis/Pacheco Fisher) that the library director's contract be extended until July 2017 with the caveat that by July 2015 the wording for the new contract be decided on and the contract be signed by both the board and Hall. The motion carried unanimously.** At this time Stovall, Pacheco Fisher, and Hall signed two copies of the evaluation – one to present to Hall and the other to be placed in her personnel file.

**6. Unfinished Business**

**Lighting Update**

Since the consensus of the board was that the lighting for the library would be replaced sooner rather than later, Hall contacted Energy Trust and it was determined that the actual cost will be \$9,700 and the rebate would be \$4,414. The estimated cost that would be saved every year is \$2,053. If the board would like to go ahead and do that this year, Energy Trust is waiting for the OK. It was pointed out that the fixtures in the library are pretty old and yellowed, and the lenses that cover the fixtures are very expensive. There are 85 of the smaller fixture covers and each one costs \$42. There are 61 of the larger box-like lenses, which would be \$56.69 each. It was suggested that at least the smaller ones be replaced since they are really showing their age. Although not near as bad, some of the larger ones are broken, so those particular ones would also need to be replaced. The fixtures come in clear and white, and Hall ordered three fixtures in clear to see how they would look. Something to consider is spending a little extra money towards the end of the year to replace the ones that really need to be replaced. It was the consensus of the board that when the "test" fixtures come in, the board can look at them and decide about replacing the others. Replacing all the fixture covers would be \$7,057. A question was asked about how much it would cost to replace the entire fixture at this time instead of just the ballasts and bulbs. Hall will find out and report back to the board. **It was moved and seconded**

**(Hillis/Vollmer) that the library take advantage of the Energy Trust program for replacement of the lights in the library. Motion carried unanimously.**

## **7. New Business**

### **Monitor Safety Committee**

The safety committee minutes were read and discussed. Staff was presented with a film that was borrowed from the school district titled “Workplace Blood Borne Pathogens.” Vollmer asked about needle safety and suggested that we purchase a needle disposal container to keep with the safety supplies. When it’s full, it could probably be taken to the hospital for disposal. A question was raised about who attends the staff meeting when a presentation like this is made so that everyone gets the information. The minutes are made available for everyone to read and then initial that they’ve seen them.

### **Upcoming Budget Meeting**

Budget committee members planning to attend are Ruth Ann Hopps, Tom Machala, Mike McHaney, and Teri Drew. Chuck Alexander will not be able to attend the first budget meeting, but will be at the May meeting. Our accountant, Mick Knobel, wanted to encourage the fact that we always have money left at the end of the year and it’s not unusual that we moved \$40,000 this last year – it’s what we do every year, so if the board would want to do that there should be no reason not to. The budget committee can be provided with documentation of what has been transferred the last couple of years. It was noted that there is a shortfall of \$28,000, but Mick said there is no problem with that, and he will be at the May meeting to explain it to the budget committee from a professional standpoint.

### **Executive Limitations**

Financial Condition and Activities (page 18). **It was moved and seconded (Hillis/Pacheco Fisher) that the board is in compliance. Motion carried.**

Financial Planning and Budgeting (page 19). **It was moved and seconded (Vollmer/Hillis) that the board is in compliance. Motion carried.**

Treatment of Library Users (page 21). Chittenden questioned the term “patron” and asked if we mean only the people who have library cards, or is it anyone who walks in the door. After some discussion, it was determined that the current wording could make it look like we’re making a distinction between the two. **It was moved and seconded (Hillis/Pacheco Fisher) to amend Executive Limitations, Treatment of Library Users, first paragraph, to state “With respect to interactions with library users, the library director will not cause....” Motion carried.** The wording will be amended and the policy will be ready to put into policy manuals at the next meeting. **It was moved by Hillis and seconded by Vollmer that the board is in compliance with Treatment of Library Users as amended. Motion carried.**

### **Director/Youth Services Report**

It was recommended that Star go ahead and put permanent information by the popcorn machine that explains what to do for anyone who needs to use it. There was also discussion about the current confusion about the use of the film equipment and it was recommended that a step-by-step process be posted for all to see. In addition, Hillis will work with Star, Patricia, and possibly Lorene to refresh knowledge about use of the film equipment. With regard to youth services statistics, Chittenden asked about the teen book club. Lorene will be asked to include more information about the makeup of participants – for instance, what ages attended and was it gender neutral?

## **8. Upcoming Dates**

The Oregon Library Association Conference is April 15–17, Community Read will be April 16–18, and May 12 will be the next regular board meeting and the final budget meeting.

## **9. Adjournment**

**It was moved and seconded (Hillis/Pacheco Fisher) to adjourn the meeting at 5:30 p.m. The motion passed unanimously.**

Respectfully submitted, Pat Dinsmoor