

June 9, 2015

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

1. Call to Order

The meeting was called to order at 4:00 p.m. by board chair Susan Stovall. There was no executive session.

There was no public comment.

2. Agenda

Bill Vollmer moved to approve the agenda with flexibility. Guy Chittenden seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Stephen Hillis and seconded by Vollmer to accept the summary of the regular board meeting minutes of May 12. The motion passed unanimously.

4. Financial Review

Invoices for renovating the rental properties have not yet been received. Property management should be in contact with us soon. Disappointment was expressed regarding the amount of money being lost every month because of the time it's taking to repair the rentals. As to the painting of the other 7th St. rental, Hall believes we should let the accountant guide us as to whether the money should come out of this year's or next year's budget. There was discussion of painting just the two worst sides of the rental. Hillis is of the opinion that the entire house should be painted at the same time. Hall will check into the cost of painting the entire house. **It was moved and seconded (Hillis/ Chittenden) to accept the financial review as presented. Motion passed unanimously.**

5. Unfinished Business

Facilities planning documents:

Copies of documents from May 2010 and April 2011 were distributed. Board members will review the one submitted by Richard Turi prior to the next meeting so they have a concept of what has been submitted in the past. By doing this and then suggesting changes and additions it is hoped that everyone will be on the same page with what is needed/wanted for the future. This will be helpful information to have before meeting with a consultant. Vollmer suggested touring the Prineville and/or Sisters libraries since they were both designed by Turi. Information could also be requested from directors and staff as to what they might have done differently at their facilities.

Annex incident:

There was an incident on Friday, May 8, after the film presentation. Someone tripped over an active sprinkler that was running at the time. Hall stated that the annex doesn't have automatic sprinklers, and doesn't know how or when the sprinklers were turned on. No insurance information was requested and hopefully the incident won't repeat itself.

Discussion of annex upgrade:

There was discussion about adding a light in the back of the upstairs meeting room since sometimes it is very dark and you have to walk all the way to the front of the room to turn on the lights. It was Hillis' opinion that there was plenty of light from the lobby area if you would turn those lights on and then prop the door open until the main room lights are turned on. Also, as to installing separate lights in the back for programs or events, he was concerned about the lights being turned on during films. Since the comments generally came from staff members, staff will be informed.

Hall asked how the board felt about having the rest of the annex painted. Hillis recommended that we have the roof examined first since that would be more important to fix. The ramp definitely needs to be stained however, so that will be scheduled soon. It was suggested that in lieu of painting the rest of the annex, the high school art class could paint a mural on the east side, possibly for their community service hours. The drinking fountain will also be adjusted the next time the plumber needs to come.

Advertising - movie theater possibility: Hall was told that it would be a 12-second static ad where there could be from 1 to 4 slides up at any given time – there’s flexibility in how they can be changed. Vollmer said it would not be a problem for him to put together something that can be shown at the theater. Photos can be taken at special programs and he can incorporate them. We would just want to make an announcement prior to taking pictures so parents could opt out if they needed to. Vollmer will be available to start working on the ads in August or September.

Director’s contract: Stovall explained that she is still having computer problems, but has the director’s contract on disk and will forward a copy to Janet Pacheco Fisher, who will incorporate the changes and get it ready for signatures. Pacheco Fisher will send an e-mail to the board outlining the changes so they can give the final go-ahead before the contract is finalized. Once this is done, Stovall, Pacheco Fisher, and Hall will meet to sign the new director’s contract, which needs to be done before the end of June.

6. New Business

Enact resolution to adopt budget:

It was moved and seconded (Hillis/Vollmer) that the board adopt resolution 15-01 adopting the budget for 2015-16. Stovall suggested adding the words “agreed-upon changes.” The motion was restated as follows: **It was moved by Hillis and accepted by Vollmer that the board adopt resolution 15-01 with the agreed-upon changes to the final budget for 2015-16. Motion carried.**

As soon as the budget has been updated, Hall will send a copy of the amended resolution to each board member for review before the board chair signs the document. Open Fridays? This decision would also impact the budget and resolution. Chittenden feels that the board should still consider being open on Fridays for eight weeks during the summer as an experiment. With that being expressed...

It was moved and seconded (Hillis/Vollmer) that the board table the concept of Friday openings until the 2016-17 budget hearings and discussion. Hillis explained that this means it will not be done this year, but it must be discussed for the 2016-17 budget cycle. At that time, it could be decided whether we want to try to be open for a specific period during the summer months or whether we want to stay open on Fridays year-round. Chittenden stated that he is absolutely in favor of talking about being open on Fridays in the 2016-17 budget, but still feels strongly that the library should take a chance and open Fridays this summer on an experimental basis. It was pointed out that organizations like MAC and Kids Club begin making their summer plans much earlier in the season. After extensive discussion, the vote was taken and **the motion carried, but not unanimously.** Chittenden was opposed.

Motion to allow transfer of funds:

It was moved and seconded (Vollmer/Chittenden) that the board authorize the director and the accountant to move funds as appropriate at the end of the fiscal year from General Operations to the Building and Improvement fund. Motion carried.

Summer Board meeting schedule:

Vollmer stated that he can’t make the July 14 board meeting, which is the time the new board members are usually sworn in. After contacting the county clerk, Hall was told that the swearing in doesn’t need to be done at a board meeting but it does need to be done after the first of July. Arrangements will be made for Vollmer and Chittenden to meet with the clerk to be sworn in.

Election of board officers: **Vollmer nominated Pacheco Fisher as chair for the fiscal year 2015-16. It was seconded by Stovall. Motion carried.** Chittenden wondered whether the board would be concerned if it were to begin the coming fiscal year under total new leadership. **It was moved by Hillis and accepted by Vollmer to amend the original motion and include Guy Chittenden as the vice chair for the 2015-16 board year. Motion carried.**

Check signers for the new fiscal year:

Vollmer moved and Chittenden seconded that we retain the current check signers for the next year. Motion carried.

Film committee grant:

The film committee received grants totaling \$10,000 from OCF and \$2,400 from the Bean Foundation. Hillis did point out, however, that he hasn’t received the OCF check yet, even though he was told it had been sent.

Board Governance

Global Governance Commitment: All were in agreement that the board is in compliance.

Executive Limitations

Collection Development: All were in agreement that the board is in compliance.

Director/Youth Services Report

There were no comments or concerns on the youth services report. It was noted that Warm Springs will mostly be doing their own summer reading program this year.

Hall called and left messages for Brian Gallagher from the Warm Springs Academy. He had contacted the library to see about signing students up for library cards. The message that was left was that we would be more than happy to work with the school if it was something they wanted to pursue. If we did this however, it would be a budget commitment to be shared by both parties (school district and library district). For now we will need to stay within our guidelines that say children need to come in with their parents to sign up. We'll see if there's a response.

Library Closures

The library will closed on Saturday, July 4.

Upcoming Dates

The book sale is scheduled for Saturday, July 11; the next board meeting is Tuesday, July 14; SDAO workshop is scheduled for August 6.

Hall will schedule a tour of the renovated rental properties.

Agenda Building/Other

Update on roofing and painting, budget changes, and sharing of comments and ideas from review of the facilities planning documents, specifically the Turi document.

Adjournment

It was moved and seconded (Chittenden/Hillis) to adjourn the meeting at 5:48 p.m. The motion passed unanimously.

Respectfully submitted, Pat Dinsmoor