

July 21, 2015

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

1. Call to Order

The meeting was called to order at 4:01 p.m. by board chair Janet Pacheco Fisher. There was no public comment.

2. Agenda

Susan Stovall moved to approve the agenda with flexibility. Guy Chittenden seconded and the motion passed unanimously.

3. Accept Minute Summary

It was moved by Chittenden and seconded by Stovall to accept the summary of the regular board meeting minutes of June 9, 2015. During discussion, Chittenden asked about making arrangements to tour the Prineville and Sisters libraries to see Turi's work. It was decided that this issue will be discussed during review of the Turi document under unfinished business. **Motion carried. Chittenden moved and Stovall seconded to accept the budget hearing minutes of June 9, 2015. Motion carried.**

4. Financial Review

It was moved and seconded (Stovall/Chittenden) to accept the financial review as presented. Chittenden questioned an item under treasurer's funds – is there an actual treasurer? It was explained that that refers to the library funds held by Jefferson County. Chittenden also asked for clarification of "SWT," "SUTA," and "WBF" on the balance sheet. In addition, he asked where the money for computer services are shown (line item 8553) and expressed concern about ongoing computer problems. One solution discussed was a more thorough logging system to make sure computer problems and repairs were identified more consistently. **Motion carried.**

5. Executive Session

Pat Dinsmoor was excused at 4:28 p.m. so that the board could move into executive session according to ORS 192.660(2)(a) for the purpose of discussing an employment issue of a staff member.

The regular meeting was reconvened at 4:53 p.m. No action was taken.

Unfinished Business

Review of the Turi document: There was a question about what amount of acreage is now owned by the library. There was general discussion of information contained in the document, including the purpose of the lobby area outside the library proper. It was explained that it could serve as the pre-function area, where people could gather before entering the multipurpose room. Actual lobby seating would be limited to 8 people. The multipurpose room could also be used for the Film Center. During discussion it was discovered that the entire document had originally not been copied. Hall will use Stovall's copy to make full copies for board members. The visit to the Prineville and Sisters libraries was discussed. Clarification was made about what items could be shared among board members while traveling together in a car. SDAO will be consulted. The consensus was that there should be further review of the Turi document at the next scheduled board meeting before a field trip is scheduled. Stovall or Hall will find out how many Turi-designed libraries there are.

Rental update – 8th St. duplex and 7th St. houses: The 7th St. house is nearly finished and Hall reported that it looks very nice. They tried to level the floors as much as they could, but there is still some unevenness. After discussion of the shower curtain in the bathroom, it was decided that an appropriate rod and curtain should be installed by Willow Canyon Properties for the unusual space so that it isn't left to chance (and possible water damage issues). Willow Canyon Properties will put it on their books to rent out and are looking at a rental fee of \$725. Hopefully it will be rented by August 1. Also a stipulation will be put in for landscaping: either the renters will take care of it properly or a landscaper will be called and the rent will be increased. The 8th St. property is already rented. It was discovered that

the stove didn't work and it had to be replaced. The rent for the properties had been \$350 and \$150 respectively, but each are now being rented for \$500, with the library paying the utilities.

SDAO workshop reminder: Hall reminded the board about the SDAO workshop – “Duties, Responsibilities, and Liabilities” -- in Bend on August 6. Also, a notice of a free workshop on “Municipal Finance” was received, which is being put on by SDAO on July 30 in Portland. Hall will talk with Vollmer about it.

New Business

End of year financial review: previously discussed under Financial Review above.

Conflict of interest: annual conflict of interest forms were passed out and signed by the board members present. Hall will get signatures from Stephen Hillis and Bill Vollmer separately.

Annual calendar review: Hall adjusted dates for review of the board policies. They will all be moved back a month so that the review would be finished prior to the Annual Review and Work Session, and then be ready for the budget committee meetings in April. Hall will also gather information about members of the various committees involved with the library to have available for board notebooks at the next meeting. **Stovall moved and Chittenden seconded to accept the revised annual calendar of events. Motion carried.**

100th anniversary of the library: It was discussed that this might be a good time to involve the Jefferson County Library Endowment Foundation in making arrangements for the 100th anniversary celebration. Members of the Foundation are “movers and shakers” and could make a major impact, especially with fundraising. Hall will draft a letter, to be signed by all the board members, to the foundation asking if they'd be interested in working together for the anniversary celebration. There is a fundraising workshop in Tigard and it was suggested that a stipend could be offered in the letter for a couple of foundation members who might be interested in attending the workshop.

Patron letter about noise level in the library: Hall read a letter from, and her response to, a patron who expressed concern about the noise level in the library, specifically during story times -- isn't there some other option for story time? One of the things Hall pointed out in her response was the board's hope for the future library having quiet space as well as space for kids to be noisy in. Chittenden also suggested some kind of notification be put in a prominent place warning patrons that certain times would be especially noisy.

Board Governance

Governing Style: Chittenden questioned the meaning of item #2 about the “intended long-term effects outside the district.” It was determined that Hall will contact Margo Helphand to ask how it could be stated more clearly. Also #4 regarding yearly performance evaluation of the board was in need of revision. It was suggested that a statement such as: “Once a year the board will conduct a thorough evaluation to discuss its process and performance” replace the current first sentence. The remainder could remain the same. Since this will be considered “revised” rather than “amended,” it will require more than one meeting before finalization. Therefore, this will be a first reading and it will be on the agenda for the next meeting.

Executive Limitations

Financial Conditions and Activities: Consensus is that the board is in compliance.

Financial Planning and Budgeting: Consensus is that the board is in compliance.

Director/Youth Services Report

Hall mentioned in her report about interest expressed in one of the library's old card catalogs. It was suggested that the smaller of the two could be used as a fundraiser (silent auction?) at the library's 100th year celebration. The larger one is very big and bulky, and neither one would be kept beyond the celebration. Phil Smith, the high school art teacher, responded on the subject of students painting a mural on the east wall of the Annex. He said he'd look into it further and get back to us. There was some discussion about the increase in e-book allowance (from 10 downloads to 15) and the possible result of more money being spent for the service. A question was raised as to whether there could be some kind of limit imposed, such as limiting patrons' accounts in some way. Because of having to go through Sierra, most likely there wouldn't be a way to limit just JCLD patron accounts – it would probably have to be done for everyone. It's assumed that Deschutes wouldn't do that. Another thought was the possibility of when an expenditure cap was reached (for example \$8,000), could the service be stopped? This is something that will be explored further. Stovall pointed out that this might be a good way to educate patrons so that they were more mindful when they checked out e-books.

Library Closures: None

Upcoming Dates

Hall will e-mail board members to determine availability for the August board meeting, and also find out if everyone will be available for the September meeting. If everyone is available for the September meeting the August meeting will most likely be cancelled.

Agenda/Budget Additions

- Letter for Library Endowment Foundation
- Limit e-book checkouts

Other

Hall distributed new Staff Performance Review forms to replace the old ones in the board notebooks under “Other.”

Adjournment

It was moved and seconded (Stovall/Chittenden) to adjourn the meeting at 6:55 p.m. Motion carried.

Respectfully submitted, Pat Dinsmoor