



**Board Meeting Minutes  
November 13, 2007  
Rodriguez Annex**

**ATTENDEES**

Board Members Present: Cathy Luther, Marie Glenn, Susan Stovall, Leslie Weigand, and Stephen Hillis.

Staff member: Sally Beesley, Director.

**CALL TO ORDER**

Hillis called the meeting to order at 4:36 PM.

**MINUTES AND AGENDA**

The minutes from the October 9 regular board meeting and the October 2 Board retreat were accepted as amended. (Weigand/Stovall).

Weigand asked about when follow up on responsibilities mentioned in the minutes should be addressed. It was generally agreed that this would most likely fit into the Director's Report or be added to the agenda to be addressed later, but not during acceptance of the minutes.

There was no public comment.

**EXECUTIVE LIMITATIONS**

The **SDAO Best Practices** survey was presented to the board for their consideration. This survey helps reduce insurance rates. It was decided that Hillis will come to the library to fill this out.

**The Emergency Library Director Succession monitoring report** was accepted (Weigand/Stovall). There was discussion on having another person take minutes instead of the director. The Youth Services Librarian was suggested. It was pointed out that she has story time on Tuesday evenings which would be a scheduling conflict. There was also discussion about getting the board packet out to the board members earlier. The challenge was that some of the information needed for the Director to put together the report was not available until the first of the month, which creates a time constraint. It was agreed that the board packet be sent out 7 days before the meeting instead of 5.

## **GOVERNANCE**

**Friends of the Library.** There was a motion to accept the formation of The Friends of the Library committee. It was clarified that this was a library committee, not a board committee. Board Committees are usually ad hoc committees (such as Needs Assessment Committee), and other committees, such as Community Read, Film, and Friends, are committees of the library.

**Annex Building Insurance.** Beesley informed the board that the Annex was currently insured at replacement cost and that a recent appraisal put that at \$1,000,000.00. The Insurance Mart suggested that the policy be changed to insure it at cash value instead of replacement value. The Board agreed that it was within the Director's responsibilities to make this change. They also requested that further information be gathered as to why the replacement value was so high.

## **BOARD-LIBRARY DIRECTOR LINKAGE**

**The Library Director Performance** Monitoring report was accepted (Weigand/Stovall). Discussion: Board appreciated the chart (to be added to board minutes notebook) that specified the dates that each monitoring report was reviewed and accepted. Director will email copies of that chart to board members.

**The Unity of Control** monitoring report was accepted as amended. (Weigand/Glenn)

## **RESULTS POLICIES**

The annual **Central Oregon Regional Conference** was reviewed. It was agreed that the conference provided excellent information and sessions and the get together at Kathie Olson's after was enjoyable. The conference was described as energizing. This discussion generated ideas on having the JCLD staff interact and visit DPLS training & programs and take advantage of opportunities the new regional library offers.

**Review of Board Policies.** Weigand presented a review of the board policies and a discussion followed in the interpretation of policies. Improvements to the wording of the policy were discussed. Beesley will make those changes in the board policy manual and email them to board members for inspection. Acceptance of amendments will be in the December board meeting. After accepted, Beesley will print out new copies of the policy manual acceptable for a 3 ring binder.

Weigand expressed her concern that the walls in the Children's Library should be visually stimulating and used this as an example of how to appropriately alter the policy manual so this issue would be addressed.

Marie Glenn was excused at 6:45PM.

It was generally agreed that the 3 bullets at the top of the Results Policies be used in the Results Policies monitoring reports.

**Needs Assessment.** Beesley was requested to get contact information on Julie Altig. Also, the library staff will come up with a RSVP postcard by the end of the week.

There was some concern expressed about low percentages spent in the budget and the implied indication that not all services are being met.

It was noted that the **director's report**, attached to these minutes had been email to board members and they could review it and bring any questions to the next board meeting.

The meeting was adjourned at 7:00PM.

*Respectfully submitted:*

*Sally Beesley*

*Library Director*