

**District Board Meeting
July 12, 2010
3:00 PM**



Minutes

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	3:00 p.m. Board members in attendance: Stovall, Hillis, Goodwin, Terry, Vollmer Staff in attendance: Beesley, Goodman, Forman	
2. Public Comment		
3. Swearing in new board members	Introductions were made and Katrina Terry and Bill Volmer were sworn in as new board members by Kathy Marston.	
3. Approve minutes	Hillis moved that 06/08/10 minutes be approved. Goodwin seconded. Motion carried.	
4. Additions to the agenda	Warm Springs update was added as #7 unfinished business	
5. Elect board officers	It was moved and seconded (Hillis/Vollmer) to elect Stovall as chair and Goodwin as vice chair. Motion carried.	

UNFINISHED BUSINESS		
1. Task force update	All staff have had their input on the task force report. New board members were brought up to speed on the process up to now. Beesley said she would get a copy made for Katrina Terry and she noted that an electronic version is also available. Volmer noted that Shapiro's work was extensive and professional and done entirely without pay.	Beesley will print a copy of the report for Katrina Terry.
2. Logo decision	The design having been chosen, the board reviewed color options. The logo needs to be clear both when in color and when in B&W. The board took a moment to examine the color options before voting on their preference. After preliminary votes and discussion, they voted unanimously on a dark blue/light gold selection.	

3. Emergency Plan update	Emergency plan is now complete. The board is pleased with it and extends their thanks to the Safety Committee.	Beesley will make three copies of the updated Emergency Plan: one for Stovall, one for the director's office, and one for the back staff room.
4. Collection Development Policy	<p>Beesley passed out new copies of the revised collection development policy. Staff members, Hall, Goodman, and Marerro, who deal with the acquisition of library circulation materials, have given their suggestions and acquisition policy updates have been made. Old formats were removed or modified if obsolete; for example, VHS was changed to DVD, cassette to CD, and so forth.</p> <p>Goodwin related that, after an unsuccessful attempt to locate an issue the Jefferson County Historical Society's <u>The Agate</u> at the JCLD, she had to search elsewhere for the publication. Goodwin pointed out that the Jefferson County Agate is not catalogued at the library, leading patrons to assume it is not in the collection. It and other Madras historical reference materials need to be made easily available to patrons.</p>	Beesley will consult with Jackie May on how to access the publication, and then make sure that all staff are aware of where the issues of <u>The Agate</u> are kept so that they can guide patrons to them.
5. Director search	<p>Stovall and Beesley put ads for a new library director in the OLA (Oregon Library Association) and PNLA (Pacific Northwest Library Association) websites. Beesley explained that posting on the national ALA website would have cost around \$500, an unnecessary expense as local northwest advertising also gets passed around nationally. The deadline to submit applications will be the end of July.</p> <p>Two applications have been received so far from people whose resumes indicate they have served as library directors.</p> <p>It was explained to the new board members that we have been a taxing district since 2000 when the voters approved the special library district, ensuring the ongoing survival of our library.</p>	
6. Library Manager job description	There was a second reading of DeRese Hall's new job description.	Beesley will add job description to policy manuals.

	<p>It was pointed out to the new board members that this is not a new position, but rather a new title for a job that's being done. The board looked the job description over.</p> <p>Goodman's personnel hierarchy/flow chart was presented to new board members. It was pointed out that this flow chart has not been adopted by our library, but is a possible template for the future as the library grows.</p> <p>It was clarified that the library manager is NOT an assistant director. But the library manager would be the person to step in temporarily if the director became unavailable. The board would still maintain the power to appoint an interim director in the event of the director's absence for an extended period of time.</p> <p>The new board members expressed a desire to have more time to read through and consider the library manager job description. However, it was pointed out that the matter has been under consideration for some months now and that the board was looking for finality.</p> <p>Hillis moved that the new library manager job description be accepted. Goodwin seconded. Motion was approved.</p>	
<p>7. Warm Springs update</p>	<p>Warm Springs At Pi-Um-Sha, Goodman set up a library booth and gave away many brochures for summer reading, early literacy, etc. Craig Graham, the liaison for the Warm spring library was there too. Graham said they hoped to have the Warm Springs library open by this summer. But Goodman reported that they still had much work to do in order for the W.S. library to open even a year from now.</p> <p>Beesley provided information for new board members on the history of the Warm Springs Library. It is housed in a room in the Warm Springs family health center. It has about 3000 donated books. JCLD helped set them up with a computer system. They had a grant to operate, but they closed when they could no longer staff the library. Goodman pointed out that the previous library employees had not been qualified library staff.</p>	

	<p>It was asked if the former positions had been funded by the tribe or by a grant. Beesley said she was not sure, explaining that the Warm Springs library is not under our jurisdiction.</p> <p>Beesley went on to explain that the JCLD has provided their staff with software training and so forth. We were given grant money to help them set up a circulation station with a currier, and we continue to hold that grant money, which cannot be used until the Warm Springs Library reopens. Beesley has been working with the Meyer Trust to adjust the grant.</p> <p>It was also pointed out that the Deschutes libraries are concerned about sending their books to Warm Springs because of a history of unreturned materials.</p>	
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NEW BUSINESS		
Executive Limitations		
<p>1, 2. Monitor Financial Planning and Budgeting/ Financial Condition and Activities?</p>	<p>It was explained to the new board members that the board monitors financial policy four times per year (January, April, July, and October) and that at this board meeting, the board was examining the final quarter of this last fiscal year.</p> <p>It was noted that the vehicle maintenance budget not used. Forman made a note to be aware of using the maintenance funds within the next fiscal year.</p> <p>Some unspent funds may be put into a building and improvement fund.</p> <p>Outreach funds were all used this last quarter—which, it was noted, was a very good thing.</p> <p>Ready to Read wages were over budget, but the Ready to Read grant operates on the calendar, rather than the fiscal year, and can be re-evaluated in January.</p> <p>Ready to Read over-expenditure on incentives is owing to a director-approved near-comprehensive book give-away at the end of the 2010 school year at</p>	

	<p>outreach story-times in classrooms. The goal is to eventually give a \$1 or \$2 book to each child in every outreach story-time classroom every year. Hillis pointed out that putting a sticker or stamp crediting the library for the book donations helps to advertise to the community that the library district is indeed fulfilling its promise to use taxing district funds on outreach.</p> <p>When it was pointed out that the part-time hourly aides budget was exceeded, Sally explained that she gave some of the part-time employees more hours for special tasks, as those wages would be balanced out through the “benefits/other” category which had little use.</p> <p>Stovall asked if the board agreed the library was in compliance on budgeting for the previous quarter. All agreed.</p>	
Governance		
1. Director’s report	<p>Beesley passed out a traveling storyteller report to the elderly as well as children.</p> <p>Sally reported that the 7-10-10 Friends of the Library Book Sale brought in \$1126.00. Forman noted that each sale, this being the 3rd annual, has brought in more than the previous year’s sale. The community now anticipates the event.</p>	
2. Governing Style	<p>Pg. 15 It was agreed that the Board is in compliance with policy on governing style.</p>	Board
3. Board training	<p>Stovall noted that a date is needed to set up training for new board members. Also, Margo Helphand needs to make a presentation to the new board members when the new director comes on. knobel also needs to make a presentation to the new board members.</p>	Beesley will e-mail governance resources to new board members.
4. Letter of memorandum	<p>Stovall presented a letter of memorandum extending Beesley’s contract through Sept. 30, 2010. After that, month by month contracts will be negotiated as needed.</p>	Stovall will check on error in date, as it should reflect the current date rather than next year’s.
5. Review Annual Calendar	<p>Dates and places for conferences were added to the annual calendar. No other changes were made.</p>	Beesley will print up a Board Yearly Calendar of events for 2009-2010.

6. Pick board meeting date	The next board meeting was set for Monday, August 9, 2010 at 3:00 p.m., with the commitment to end at 5:00 p.m.	

Q&A	The board has puzzled over what to get retired library board member Leslie Weigand as a going away gift. It was decided they would choose a book & sign a card.	Stovall will choose a book and find a card
Agenda building	<ol style="list-style-type: none"> 1) Emergency plan; the board would like to review it before it is locked down. 2) Warm Springs update. 3) Review director applications. 	
Adjournment	Meeting was adjourned at 5:07 p.m.	Stovall

*Respectfully submitted,
Lorene Forman
July 14, 2010*

Director's Report **July 12, 2010**

General

New Director Search. The job posting for a new director has been posted on the Oregon Library list serve, the PNLA website and the JCLD website. So far we have received one application.

There were more self check outs than front desk check outs for two months in a row now. The use statistics for the self check out have been consistently rising since it was installed two years ago. We are very pleased that the public is using this service.

Statistics look great for this year. There were 94,692 items checked out this year compared to 88,355 last year and 65,177 the year before. Our door count is close to the same but our website usage was 14,145 compared to last year at 10,135 with a total of 24,419 database searches, most of those remotely. This is very good news. More detail will be in the Results Policy monitoring report in September.

Promotion

Along with regular attendance at Rotary and Coffee Cuppers, I have also been involved in the Madras Centennial planning committee. The Library has been able to help with the writing contest and as a place for information on the festivities. My Rotary involvement this month was a visit to RYLA (Rotary Youth Leadership Association) camp in Cottage Grove with Joan McDonald. They had about 100 teens there and a great program for them.

Financials

The \$20,000 transfer to the building and improvement fund was made. All required documents for the 2010-2011 budget have been submitted to Jefferson and Wasco Counties. A copy of Mick Knobel's email report follows for your convenience.

"There are a couple restricted cash adjustments that still need to be made along with some payroll accruals and the final property tax revenues to include, but I think everything else has been entered.

The ready to read wages and related expenses are significantly higher than what was budgeted. We might want to take a look at that program and adjust it to reflect what we've budgeted this year and make whatever adjustments are necessary. Payroll & related costs this past year were \$8,983.92 versus the budgeted amount of \$7,140.80.

There is revenue of \$20,000 that is shown this month to reflect that the building and improvement received \$20,000 in revenue from the general fund. Because we run both the building and improvement fund and the general fund together, sometimes it can look funny, but it is the appropriate way to record this transaction.

Our bottom line looks great. We made \$56,251.53, of which \$20,000.00 got set aside for the building and improvement fund, the rest will just go into the general fund. As you may recall, we increased the amount we can put into the building and improvement fund this next fiscal year so if we have a similar surplus this next fiscal year we can put even more money into the building and improvement fund. Our cash balances in our general fund are right where we want them to be, so any surpluses from now on really should get earmarked for the building and improvement fund."

Programs

Along with two movies being shown, we also had the program "Innovators and Traders" presented by Pat Courtney Gold of Warm Springs. Summer Reading Programs also began with over 110 children at the first program. Jerome Beesley presented a fun music concert for the participants. All the children received summer reading T shirts. Many children have already turned in their reading slips and received their prizes.

At the request of a few community members, the library will be starting a writer's group. There was one article in the paper and a few people have signed up.

Donations

We have received donations for the Film Committee's "Screen on the Green"

- Central Oregon Seeds
- Black Bear Diner
- Madras Medical Group
- Figaro's

Grants

Extending Library Service to the Unserved Grant Program. This targeted grant opportunity is offered by the state library and is designed for those tax supported public libraries that are adjacent to an unserved population and that are interested in developing creative methods for providing and sustaining library service to those Oregonians who currently do not have tax supported public library service. The application deadline is August 15. The request I would like to present to the state library is putting a check out station at the administration building in Crooked River Ranch. Costs for this will be for equipment and courier to deliver books to the CRR administration building. JCLD in kind contribution will be to waive non-resident fees for anyone living in CRR for one year. CRR in kind contribution would be a location to put the check out station where someone could monitor it. This is still in the planning stage and I am working with DPL & CRR people to coordinate this.

Meyer Grant. The Meyer Memorial Foundation has agreed that we rewrite the grant and submit it by September. The money was originally intended for a check out station in Warm Springs, but their library isn't ready for it. The Warm Springs library has been closed since December, but recently they have hired Craig Graham to organize the library and reopen it in the near future. We helped them select cataloging software and are also consulting with them on the organization of their library & policies. I am working with Craig to reallocate the funds to other uses that would benefit WSL right now.

SDAO Grant. This grant is for a college intern. We received the \$1500 check during June. Julie Altig will be the intern during her school break which begins at the end of July. She will be working on weeding the collection and developing the DVD collection.

Gates Grant. The final grant report will be submitted by August. This grant was to update the public computers and add more public computers. This has all been done and there are still some funds left which can be used in the future for the public computers. This is in agreement with the grant stipulations.

Safety Committee Report

ATTENDING: Lorene Forman, Patricia Smith, Jackie May

1. The Safety Committee discussed the goals and plans for the 2010/2011 fiscal year.
 - a. Making an Excel spreadsheet of the items scheduled for maintenance and the annual check of library and Annex facilities.
 - b. Institution of an emergency plan for the library in case of fire, flood, or other natural and man-made disaster.
 - c. A presentation to all library staff for basic safety and emergency procedures in the library.
 - d. Contacting the Fire Department for any updates and information they might have for us concerning use of fire extinguishers, checking the operability of the smoke alarms, and how to proceed in case of a fire.
 - e. Sally, our Library Director, has provided us with an emergency plan: a list of important phone numbers, access to important documents in case of an emergency, people and businesses to contact, and a key log for the library building.
2. The Safety Committee accounted for staff keys and certain persons entrusted with keys to the library building. An Excel spreadsheet was made for this purpose.
3. The Safety Committee reviewed a publication from the California State Library for staff emergency procedures and policies as presented by Patrick Goodman. The policy is library-specific in case of fire, flood, or other disasters. The procedures also include how to manage a damaged library collection in case of a disaster. We will adapt this policy for our Safety Committee documents and each staff member will be given a copy.
4. The Safety Committee also talked about what to do in case of a medical emergency. Patricia Smith has a certification in blood-borne pathogens after working in the schools. Last summer, all three Safety Committee members watched DVDs about what to do in a medical emergency.
5. This year we will try to get some basic fire and emergency videos through interlibrary loan for the staff to watch at our August 3rd staff meeting.

Youth Services Report – Patrick Goodman

- J & E non-fiction shelf reading
- Responsible pet care display
- Planes, Train, and Automobiles display
- South Africa quick pick
- Careers quick pick
- Volunteer training
- Second Saturday Games Day
- Welcome Baby early literacy program
- Off the Shelf articles: Volunteers, Summer Reading Program
- Summer Reading Program advertising and promotion
- Library skills, tour, and story time program ((3) Kindergarten,(5) 1st grade classes)
 - o First grade classes done with Yirah
- Warm Springs library remodeling support
- Pa-Ume-Sha Health Fair booth (Early Literacy, Summer Reading Program information)
- Strollers and Stories program (in conjunction with OSU Extension and High Desert Family)

Summer Reading Program

Spanish Services Report – Yirah Marrero

During the month of June, Patrick arranged for the Madras first grade classes to come to our library for tours & story-times. I did bilingual story times for some of these classes. It was great having them here!. From the Thank you notes and drawings we received it seems like they really enjoyed their experience at our library.

Spanish Story time's attendance started a little low the first weeks of June but almost tripled after that. Baby Picture day and Tropical day were part of our Loco Wednesdays and was a lot of fun for the kids.

I purchased new Spanish adult & children books, music CDs and DVDs. Now I need to start processing them. Many of these were suggestions and requests from patrons.

SRP started the 30th of this month and we had a great turn out! (100+). I was happily surprised to see how many Latino families came to our first program.