

<p>3. Priority/Goal Setting-SWOT</p> <p>4. 7th Street Property</p>	<p>The SWOT work session was discussed. The board decided to meet on Monday, August 1, 2011 from 2 to 5.</p> <p>Discussed above</p>	<p>Board/Chavez</p>
<p>NEW BUSINESS</p>		
<p>1. Elect board officers</p>	<p>The election of board officers was discussed followed by a motion by Stephen Hillis to nominate Anita Goodwin as Chair and Bill Vollmer as Vice Chair. Katrina Terry seconded. Discussion ensued and a vote taken. The motion was passed by unanimous vote. The board welcomed Anita and Bill to their new posts with Jefferson County Library District.</p>	<p>Board</p>
<p>2. Financial Review</p>	<p>Chavez said there was no activity to report on the new fiscal year budget since it was only eleven days running. However, all closing documents were filed according to Oregon Budget Law.</p> <p>Chavez said the memo from Mick Knobel regarding donations was well taken in that the process of handling the donations could be improved. Although some improvements have been implemented including a categorized spreadsheet listing all donations and a thank you letter template with the Foundation's Tax ID provided for the donor's tax write off. However, more still needed to be done, said Chavez.</p> <p>Hillis suggested the donations go directly to the Foundation's bank account instead of to the Foundation board. The receipt with a copy of the thank you letter could go to the Foundation. Further discussion ensued.</p> <p>Chavez will draft a donations policy to be discussed at the next regular meeting.</p> <p>The June expenditures were discussed. The integrated system was over compared to other months. Chavez will check the invoices and update at the next meeting.</p> <p>The group discussed overages in the Integrated</p>	<p>Board/Chavez</p>

<p>Financial Review cont'd</p>	<p>Library System and Staff Database line items. Chavez said the Integrated LS costs were determined by Deschutes PL based on annual review of the services package agreed to by JCLD. Chavez will follow up on the overages. The patron database is projected based on usage. Chavez will follow up on last year's charges.</p>	
<p>3. Director's Contract Extension</p>	<p>The Director's contract extension was discussed. Chavez will prepare a Memorandum of Understanding describing details of the contract extension.</p> <p>The Library Director's interview materials will be updated in September in preparation for the October recruitment.</p>	<p>Board/Chavez</p>
<p>Linkage Policy</p>	<p>None this month</p>	
<p>Ex. Limitations</p>		
<p>1. Monitor: Limitations Policy-Financial Condition and Activities</p>	<p>The board was found to be in compliance. Board members agreed that a Financial Review be included in the Agenda Item section of the monthly agenda.</p>	<p>Board</p>
<p>2. Monitor: Ex Limitations Policy-Financial Planning and Budgeting</p>	<p>The board was found to be in compliance.</p>	
<p>Governance</p>		
<p>1. Monitor: Board Governance: Governing Style</p>	<p>The board was found to be in compliance. Board members spoke about improving the efficiency of the monthly board meetings.</p>	
<p>2. Review annual calendar</p>	<p>Board election details need to be included in the annual calendar along with Library Director's contract renewal.</p>	<p>Board</p>
<p>3. Director's Report Process</p>	<p>The Library Director's report was discussed. Chavez will provide one report covering information and activities that transpired during the time between the monthly board meetings. Other information and updates can be provided by email as necessary.</p>	
<p>3.1. Director's Report</p>	<hr/> <p>Patricia Smith, Library Aide will be stepping in to do some of the outreach formerly done by Lorene. Lorene will be training Patricia.</p> <p>Dion will be installing a computer in the youth section next week. He is also working on a six-week computer training class for seniors to be</p>	<p>Chavez</p>

	<p>held in September/October.</p> <p>Lorene has been very busy with the Summer Reading Program. She recruited many young volunteers for the events.</p> <p>Chavez had six proctoring sessions this month which may indicate a rise in student enrollment.</p> <p>The proctoring process is simple and straightforward. Basically, the college or university emails information including student's name, course details, and passwords to Chavez. The student calls in and makes an appointment to take the exam upon presenting a valid ID. Most are timed exams. Most exams are online versions but some are paper based that require faxing back to the instructor.</p> <p>Although simple and straightforward, the process does require some resources on part of the library. Perhaps the district might consider requesting a nominal donation from the college or university for this valuable service provided to their students.</p> <p>The flag raising ceremony held on July 26 turned out to be very successful. Board members Stephen Hillis and Bill Vollmer arranged to have the flags provided to the library.</p> <p>On July 21, Chavez attended a regional library director's meeting at the East Bend Branch Library. Directors shared information on a variety of topics including automation, training, and budget. Todd Dunkleberg, provided an update on next year's OLA conference to be held in Bend. Camille Wood will be assisting Todd with some of the coordinating functions.</p> <p>On July 28, Chavez attended a LEO meeting to learn about the new Work Book Online product just purchased by LEO for member libraries. Chavez will follow up with staff training and implementation.</p> <p>Chavez attended Coffee Cuppers and Rotary meetings throughout the month.</p> <p>Jefferson County Rotary Club is sponsoring a Gift of Literacy program to be held in spring 2012. The goals of the program are to promote the love of reading in young children at an early age, and to inspire long-term success in school</p>	<p>Chavez</p>
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	<p>and in life.</p> <p>To support and celebrate this idea, the project will provide all first-grade students in the Jefferson County School District with their choice of a hardbound book selected from a collection of six books they will be reading throughout the school year. Deborah Hopkinson, author of Apples to Oregon will be the featured presenter.</p> <p>JCLD Youth Services Specialist will provide tips on reading to children. Selected volunteers including community leaders will read to children at various times during the eight month program.</p> <p>The library board met on August 1 to complete the SWOT process. Chavez will present the outcomes in the form of a SWOT Findings and Application Plan document to be presented in October.</p> <p>Chavez will be setting up a meeting with the Library Foundation. He will propose that donation deposits be made directly to the Foundation's bank account. Chavez will also ask the Foundation to support the BookEnd Coffee Corner project.</p> <hr/> <p>The board went into executive session at approximately 5:20 p.m. as authorized by ORS 192.629.</p> <p>The board moved out of executive session at 5:40 p.m. No action was required or taken on the plan for the Youth Services Specialist position presented by Chavez.</p> <p>Anita Goodwin, Chair closed the meeting at 5:45 p.m.</p>	
<p>4. Executive Session</p> <p>5. Adjournment</p> <p>Calendar: August 8, Regular Board Meeting Respectfully submitted, Gilbert Chavez, Library Director</p>		