

**District Board Meeting
October 11, 2010
3:00 PM**



Minutes

Present: Stovall, Goodwin, Terry, Vollmer,
Beesley, Chavez, Goodman, Forman,
and Kelly Kouf of Culver Electric

The meeting location is assessable to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Library Director at (541) 475-3351.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/ Action
1. Call to order	Meeting called to order at 3:05	Stovall
2. Public Comment	None.	
3. Approve minutes	Terry moved to approve 9-13-10 minutes. Goodwin seconded. Motion carried.	
4. Additions to the agenda	(1) Executive Session as allowed by ORS 192.660 (1)(B) (2) Ford family training (to be included after Energy Trust Grant discussion and followed by Executive Session.) .	
5. Culver Electric presentation	<p>Energy Trust Grant</p> <p>Introductions of board members were made with Kelly Kouf of Culver Electric. Mr. Kouf explained that the library would benefit in cost per bulb, reduced energy use, and brighter viewing by refitting the current, inferior, soon-to-be-phased-out T-12 florescent lights with T-8s.</p> <p>The federal government is currently offering an incentive program to offset the cost of refitting for energy efficiency. Mr. Kouf explained that growth in population puts more demand on power grids. Of the two possible solutions--cutting consumption or building new power generators--lowering power consumption is much better and less expensive; hence, there are incentives to persuade businesses, institutions and individuals to refit with more energy efficient technology. A representative of the Oregon Energy Trust came out and reviewed the library building and its lighting and came up with a proposal for the change-over. The current incentive program period is from August 1, 2010 to December 15, 2010.</p> <p>Stovall pointed out that we are still in the budget year and we would not be able to budget for this until next year, missing the current incentive window. She called the OET</p>	

	<p>and asked if this incentive would still be available next year and she was told there are no guarantees, though incentives are offered for various energy-saving upgrades from time to time.</p> <p>In response to Terry’s query, it was explained that the incentive would be offered in two forms: (1) as a direct cash rebate based on project cost and (2) as a tax rebate document, which we could not use directly as we are not taxed, but which we could sell to a business to include with their taxes as a service to the library.</p> <p>There would also be a \$5 per fixture rebate, which numbers were not included in the paperwork given to the board.</p> <p>Terry wondered if there would be any code issues that might surface at the time that the library sells the building in the future, thus necessitating our acting to upgrade now. It was pointed out that while in Bend energy efficiency is required, in Madras it is not.</p> <p>The Board wondered how disruptive the work would be. Mr. Kouf explained that 5 fixtures per hour can be refitted and the work can all be done during closed hours, particularly evenings after hours, which is easier and safer for both workers and patrons.</p> <p>Mr. Kouf explained that as T-12s are being phased out, they are becoming scarcer and therefore more expensive. While they were once \$2 per bulb, there are now between \$4 and \$6.</p> <p>It was asked if T-8s are available in the different colors, Kelvin ratings, and it was affirmed that they do. Mr. Kouf pointed out that lighting used to be labeled “warm” or “cool” at the manufacturer’s whim until the Kelvin scale, based on heating a steel rod and observing the color of the rod compared to the light, was developed. For the library it was determined that the 4100 Kelvin (cooler light) T-8s would be used if this project were adopted. This would still be substantially brighter than the current T-12s.</p>	
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<p>Ford Family Leadership Training</p>	<p>Vollmer reported that the Ford Family Foundation, which is an outgrowth of Roseburg Lumber--one of the top 5 lumber companies and family owned--offers three or four 25,000 grants for leadership training annually. They are targeting nonprofits and special district board members for training in leadership and in working in the grants community. There are 3 weekends coming up in April (Friday—Saturday sessions) which are offered for free and which are targeted</p>	<p>Stovall will send the Ford Family Foundation materials Vollmer sent to her out to the rest of the Board.</p>
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	<p>for nonprofit special district board members' leadership training and working in the grants community. Info can be obtained from the chamber. Next year, there will be a one month training that the Foundation gives scholarships for. If we're looking at grants for our new building, this is politically to the library's advantage to be involved.</p> <p>Stovall will send out the information that Vollmer sent to her. The deadline to apply may be the end of October or November. The classes will be held in Culver.</p>	
UNFINISHED BUSINESS		
1. Board governance training	<p>Dates were discussed for Board governance training. Beesley had contacted Helphand and Helphand had named the following dates: Tues., Nov 16 and Wed., 17 or Mon., Nov 22 and Tues., Nov 23. However, Terry has Tuesdays, Wednesdays, or Thursdays committed to her work schedule, and Goodwin will be traveling on Monday the 22nd. Beesley will again e-mail Helphand and ask if she can meet on any other Monday besides the 22nd.</p>	<p>Beesley will contact Helphand about setting a Monday (other than Nov. 22) for Board governance training.</p>
2. New Director welcome	<p>Stovall extended a welcome to Chavez from the library board.</p> <p>The Madras Pioneer needs to be notified for an article about the new director and the transition. Beesley has already called Susan Matheny about article in paper.</p> <p>"Business after hours" is not yet scheduled for a host on November 18th. It was decided that the Library would look into hosting that event at the Rodriguez Annex. Because it is pricey, it was suggested that we might co-host with Erickson's or Great Earth. It was decided that the Friends of the Library and the Endowment Foundation could be pressed into service for this event. Goodwin, Terry and Forman will enlist their book group members to bring beverages or comestibles.</p> <p>Beesley will contact the chamber to make the arrangements.</p> <p>It is customary to provide beer, wine, soda, and finger foods at such events.</p> <p>People arrive about 6:00 and after 15 or 20minutes of free socializing, Gil Chavez would be introduced to the community.</p> <p>Invitations would need to be sent out to organizations such</p>	<p>Beesley will contact Chamber about the library hosting the Nov. 18th Business After Hours at the Rodriguez Annex.</p> <p>Stovall will contact Endowment Board and Angela Harris about serving beverages at the "Business After Hours" event on Nov. 18th.</p> <p>Stovall will contact Great Earth or Erickson's about co-hosting?</p> <p>Forman will contact the Friends of the Library and the Book group about bringing food and beverages.</p>

	as the Endowment, Friends of the Library, the Community Read, etc. They would be invited to put up displays about their organizations	
3. Donations	<p>Beesley created a form on paper and on the computer to track donations and their follow-up, which she passed out to the Board members.</p> <p>Terry asked about Adele Rodriguez, whose generous contributions to the library are myriad. It was explained that the library annex was named after Adele and Sumner Rodriguez. Adele is now living in Portland and in failing health, but she has committed a \$2000 per year donation to the Community Read to be carried on annually even after her passing.</p>	
4. Organizational chart with committees	<p>Goodman re-presented the hierarchical chart he had developed, saying that there's confusion as to who does what. Chavez said he will work a plan of action to deal with this. He will meet with each staff member and make a well-written job description for each, trying to clarify roles and tighten up gaps. The chart, he said, is good, but premature.</p> <p>Goodman also developed a list of committees and groups associated with the library.</p> <p>Chavez further explained that he would like to promote advancement of employees professionally, setting up a two-tiered arrangement for each employee that allows him/her to advance in his/her career based on a specific plan. The library would reimburse staff members for taking library science classes through the Department of Agriculture, where they are offered.</p> <p>Chavez said he will distribute a form to the staff on Friday and ask for it to be returned on Monday.</p>	Chavez will work up a form to send to staff to clarify their list of jobs at the library.

NEW BUSINESS		
Linkage Policy		
1. Monitor - Library Director Performance	<p>October is when the director is usually evaluated. The Board will conduct a mini-evaluation of Chavez in April. It was pointed out by Terry that the Board would need to share their expectations with Chavez well in advance of evaluating him. Chavez offered that he would develop a document of what he perceives as his goals and objectives for the next year. He'll e-mail this to the Board by Friday at 3:00 of next week.</p> <p>Chavez will set benchmarks. He'll need the board's priorities for 2011-2012 fiscal year.</p> <p>Chavez pointed out that Beesley has done a good job working to bring in Crooked River Ranch and he hopes to continue to</p>	Chavez will type up a document sharing with the Board his goals for the coming year as a basis, at least in part, for future evaluation.

	<p>work on them through a state of the art book mobile. (Chavez suggested \$250,000 for a book mobile to go to CRR Mondays, Wednesdays, and Fridays with the hope of someday opening a branch there.)</p> <p>Chavez praised Beesley's gap statements.</p> <p>Stovall noted that the Board will need to decide whether to have an evaluation committee or whether to have the whole board participate in evaluation.</p>	
2. Quarterly Financials	<p>Board expenses are at 80%. Electrical costs are also running high. Stovall noted she discovered the back door propped open with the AC running. Goodman and Beesley mentioned that the problem of doors being left open while trying to cool or heat the building had been addressed at the most recent staff meeting.</p> <p>Copier expenses are also high. Summer reading copying makes it high. Beesley has looked into changing the contract to a quarterly bill instead of a monthly expense to help even it out. It was suggested that copier expenses could be allocated to specific programs to better track where the biggest expenditures are coming from, as other program funding sources might be available to cover copier costs.</p> <p>For two weeks, there will be dual director salaries. The HSA money for the director for this quarter will go into Gil's account instead of Sally's.</p> <p>It was noted that health insurance laws are changing. We don't know what those changes are yet and how the library will be affected.</p>	
Governance		
1. Director's report	<p>Next Monday is the Deschutes Library Regional Conference. The library will be closed and the staff along with both Chavez and Beesley will be attending. On the 22nd, there will be an Eastern Oregon Library Conference. Chavez and Beesley will be attending this event and invite the Board to attend as well if they are interested. Partnering with museums and art galleries will be the focus of this conference.</p>	
2. Monitor – Results Policy	<p>Vollmer moved that the board approve to accept the results policy as presented.</p> <p>Terry seconded.</p> <p>Motion carried.</p>	
3. Monitor - Chair/Vice Chair rolls	<p>Pg. 18</p> <p>Stovall says this appears to be in compliance.</p>	
4. Annual SDAO survey	<p>Beesley needs Stovall to come in and help her fill this in, as there is one section for the Board chair and one for the</p>	<p>Stovall will come help Beesley</p>

	director. The library gets a discount on insurance for keeping this current.	complete the form and Beesley will send it in.
5. Energy Trust Grant	<p>It was decided <u>not</u> to pursue refitting the lighting in the library at this time because</p> <ul style="list-style-type: none"> (1) It hasn't been budgeted for this fiscal year (2) The technology is improving so rapidly that in a few years there may be a better solution than the T-8. (3) If we are soon to be in a new facility, this may be an unnecessary expense for the library. (4) Contingency funds need to be reserved for unexpected emergency expenses. <p>Executive session begins at 4:47. Moved back to regular board meeting at 5PM. No action taken</p>	Beesley will contact Kelly Kouf to let him know the library board has decided against a lighting change at this time.

Agenda building		
	Business After Hours – November 18th Ford Family Leadership Job Descriptions Director Goals Future Facility	
Adjournment	Stovall adjourned the meeting at 5:00 p.m.	

Respectfully Submitted,
 Lorene Forman
 October 13, 2010