

District Board Meeting  
 April 14, 2009  
 3:00 PM



**Minutes**

Attendance:  
 Board: Marie Glenn, Leslie Weigand, Susan Stovall, Stephen Hillis, Cathy Luther  
 Staff: Sally Beesley, Patrick Goodman

<b>Agenda Item</b>	<b>Discussion/Notes/Directors Report</b>	<b>Responsibility/Action</b>
1. Call to order	Luther called the meeting to order at 3:08 PM.	
2. Public Comment	There was no public comment.	
3. Approve minutes 3.10.09	One typo was corrected and format suggestions were made. Oct. 11, 2005 was added to the paragraph concerning vacation benefits. Hillis suggested that the HSA amount be labeled as “projected.” The board agreed that they would like to receive the edited minutes three (3) days after the board meeting. It was clarified that Director’s Report be added to the end of the minutes. The minutes from the Mar. 10th regular board meeting were accepted as amended (not including Director’s report). (Hillis/Weigand).	Beesley – make corrections, re-send to board, post on website
4. Additions to the Agenda	Director report was added under ex. Lim.	
5. Financial review	After a discussion about the clarification between building maintenance and building repairs, Beesley stated that the two would be combined in the proposed budget.	
<b>UNFINISHED BUSINESS</b>		
<b>Executive Limitations</b>		
1. Preliminary budget	Beesley related that \$24,797 would still be unspent at the end of the library’s fiscal year, and opened the floor as to where the moneys should be moved. Stovall proposed that the moneys go into the purchasing of new books for the library. Weigand challenged whether or not all the moneys should go into books. Goodman clarified that, although necessary to the library to keep its collections new and fresh, any step to update the collections	Beesley will prepare final budget with Knobel that include these changes

	<p>would take a concentrated weeding effort in order to make room for any major new acquisitions.</p> <p>Beesley moved the discussion to the possibility that moneys be used to purchase new furnaces and thermostats for the library and the annex, with the library being the primary focus. Beesley proposed that \$6,200 be placed into building and repair maintenance for the furnaces. Hillis proposed \$7,500 in order to cover any possible connection problems, which would move the total to \$9,500 (by adding onto the initial \$2,000 already apportioned)</p> <p>Beesley next moved the discussion to the construction of a new computer area layout, in order to better accommodate the new library computers, as well as consolidate space.</p> <p>Beesley next moved the discussion to the creation of a “vehicle replacement fund.” Several opinions were shared, including the eventual purchase of an electric car. Weigand disagreed with the idea. Hillis agreed, but voiced concern over rising prices for general repairs. \$1,200 extra was agreed upon to be placed in the library vehicle repair account, with an extra \$2,000 maximum increase for the next fiscal year.</p> <p>Luther moved that remaining annual funds should be put to employee salaries. Weigand objected that the employee salary debate had already been had, and that the debate should not be re-opened.</p> <p>Stovall contended that remaining moneys might be moved to the creation of employee bonuses, which lead to a general discussion over how the bonuses would first be decided upon, and then how would then be portioned out. Hillis voiced concern that the creation of an employee bonus would be viewed by the staff as an annual tradition, rather than a year to year discretionary decision.</p>	
<b>Governance</b>		
1. Election of board members	Anita Goodwin will be on the ballot for the vacant library board member seat. Weigand proposed that Goodwin be invited to the next meeting	Beesley will contact Goodwin and invite to board meeting.  <b>Done</b>
2. Grants resolution	Weigand moved to accept grants (seconded	Beesley will file doc.

	by Stovall). Motion carried.	<b>Done</b>
<b>Follow Up</b>		
1. Mortgage End Date	1/1/11	<b>Done</b>
2. CRR ballot measure	Hillis expressed that he has been in contact with a few people residing in Crooked River Ranch who would speak favorably about its partnership with Jefferson County during CRR's upcoming ballot measures.	Stephen will continue
3. Urban Renewal End Date	Covered in Director's Report. No discussion	<b>Done</b>
4. YS librarian delegation	It was noted that this is being addressed satisfactorily.	<b>Done</b>
5. Staff Safety Committee update. Completed tasks	Update is in Director's Report	<b>Done</b>
6. Outreach money expenditures	Beesley recommended that a discussion be had during the next board meeting in order to define what everyone considers to be outreach .	
7. Website promotion & update	Beesley reported that the board-approved library website survey had been successfully uploaded to the main page. Other changes to the library webpage would be forthcoming. There was also a discussion on whether or not the library's mission statement should be placed on the homepage or not. Beesley mentioned that the staff generally liked the idea that a plaque be made of the mission statement to be hung in the lobby area.	
8. Annex usage development	No discussion	
9. Vacation and holiday follow up	Clarification of last month's motion to cap vacation at 20 days/yr. Should some employees be grandfathered? Hillis moved that any employee who has already received extra days off exceeding the 20 day limit should retain their extra days, and was seconded by Stovall. The motion passed, with Weigand voicing opposition.	Beesley will update policy to reflect "grandfathering"
10. Volunteer update	General discussion was had, with Beesley and Goodman voicing their opinions on the relative success in bringing in, training, and retention of volunteers. Hillis suggested that all members of individual volunteer committees be counted in the library volunteer numbers. The discussion then moved as to how the library should show their appreciation to those who volunteer.	<b>Done</b>
11. Live Homework promo	Update is in director's report.	<b>Done</b>
12. Survey Monkey	Beesley related that staff surveys have been sent out to all library employees, many of whom have already filled out their surveys.	Weigand will present results at May meeting

	Public survey is on library website	
13. Mission Statement on Webpage & other locations	Discussion was had on the relative merits of where to place a physical manifestation of the library's new mission statement. Ideas included on the website, a plaque, a framed print, and floor seal.	Beesley will pursue options and report in Director's Report.

<b>Executive Session</b> <b>ORS 192.620</b>	<b>Discussion/Notes</b> There was no action taken	<b>Responsibility/Action</b>
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## NEW BUSINESS

<b>Executive Limitations</b>	<b>Discussion/Notes</b>	<b>Responsibility/Action</b>
1. Monitor: Ex Limitations Policy Treatment of Library Users	Weigand expressed concern expressed to her by members of the community that certain films being shown by the Film Committee were inappropriate. Hillis objected that reviews and ratings are already properly displayed by the Film Committee. Report was accepted.	
<b>Results Policies</b>		
1. Library services to teens	Goodman reported on the Youth department's mission and goals. Goodman discussed what has been completed, and why certain aspects- like shelf-shifting and weeding- have been given priority. Goodman also discussed the next steps for the collection, and new programs that are being developed for all age ranges.	
2. Expanded use of the annex	Postponed to May	
3. Enhance maintenance of buildings	Postponed to May	
4. Warm Springs circ station & contracted services	Postponed to May	
Adjournment	5:04PM	

**Jefferson County Library District**

**April 2009 Director's Report**

*Prepared by Sally Beesley, Director*

Similar to last month, the beginning of this report is written to match up with our April agenda.

**Financial Review.** I did catch one mistake in outreach teen, 7010.3. The flip camera purchased for teen outreach was subtracted twice. A 229.99 correction has been made for that line item. Other than that, as Knobel stated, we are doing very well and expect to end the year in the black.

**Unfinished Business**

**Executive Limitations –**

**1. Preliminary Budget**

**Personnel.** The board has mentioned their concern that personnel services expense percentage stay about the same in comparison to the rest of the budget. Below I created two comparisons. The first compares % to whole budget, which varies considerably. But if compared only to tax revenue, fees, fines & interest - the more consistent revenues - you can see that personnel services have stayed relatively consistent.

Personnel Services % of overall budget by year

09/10	45.34%
08/09	29%
07-08	32.80%
06/07	32%

Personnel Services % of tax revenue & misc income (fees, fines, interest)

09-10	55.84%
08-09	55.88%
07/08	58%

**Materials & Services.** New items have come up that would be good to budget for:

1. \$2-3k for computer desks. Includes book shelves. Variation in price depends on what materials selected. Great project for a grant.
2. \$3,141 new furnace. We have 3 furnaces. One was replaced last year, another one just quit in March. May want to budget for two as the other one is just as old. Also possible grant request.
3. Vehicle replacement fund.

**3. Urban Renewal End Date**

In the March Director's report and minutes, I reported that Urban Renewal will last for 14 years, or \$14,000,000, whichever comes first. It was started in 2005.

Recently I emailed Mike Morgan to get more information. These are the responses I received:

"I would estimate 25 to 30 years. It works like this: under the Oregon Constitution URDs operate by issuing or incurring debt. So far, we have incurred about \$3.5 million in long-term debt (20 years) and about \$1.5 million in short term debt (less than five years). We still have another \$9 million to go and that will take many more years. The time frame is greatly exaggerated (made longer) as a consequence of ballot measure 50 (passed in 1997) which reduces by 58% the amount of new taxes we collect in the District."

"It is based on debt, i.e. \$14 million. The original URD "Report" estimated that..."there will be four long-term bond issues during the life of the plan." Section 500B of the Report (page 9) reads..."It is estimated that that all activities

proposed in this plan will be completed, and project indebtedness paid off by 2028. At that time, the tax increment provisions of this plan can be ended.” The Report assumed starting in 2003. The enacting ordinance then adopts the actual URD “Plan.” It was adopted on August 13, 2002. The Plan itself (Section 900 page 11), does not use estimated dates, instead it authorizes the \$14 million in indebtedness. The URD received its first tax distribution in FY 2004. If all the pieces and estimated dates from the original report fell into place and we met the original 25 estimate, the District would be paid off in 2029.”

**4. YS Librarian proof docs.** Goodman has agreed to proof the director’s report, take minutes at board meetings, and write up those minutes. I am also considering Foreman as an editor, due to her strong background in writing. Since both have very busy schedules, it may be beneficial to have either one available.

#### **5. Safety Committee update.**

3/26/09

Safety Committee Meeting minutes, by Jackie May

Attending:

Lorene, Jackie, and Patricia (1/2)

Jerome replaced the outside Annex lights with the energy efficient fluorescent bulbs & repaired & cleaned fixtures.

Thank you Jerome!!

Lorene purchased a first aid kit from BiMart for the Annex, but we haven't found an accessible spot where it won't walk off.

Sally posted the gazebo on Craigslist and as of 4/6/09 it has left the building! Thank you, Sally. Someone bought it for \$150.00 and picked it up today.

Jackie will find a DVD or VHS on ILL so we can learn about CPR and blood borne pathogens. Patricia has her certification for first aid and blood borne pathogens, but it would be helpful for other staff to know something too. Jackie is looking up the requirements by OSHA for first aid kits to make sure our big one in the library is properly stocked.

It was a short meeting, about a 1/2 hour.

#### **6. Outreach money expenditures**

As can be seen by this month’s budget report, outreach money is being spent. These funds have helped pay for Chautauqua programs, and other events.

#### **7. Website promotion and update**

As stated in the last report, Hryciw is making corrections to the website and May is checking it once a week as well. May sent me a report on April 2 and corrections were made. Next report from May will be on April 9.

Website promotion was discussed at staff meeting. We are going to have a staff contest to see who can come up with the best bookmark promoting the library, the website, and/or the databases. Staff will always give at least one library book mark to each patron as they check out. Other ideas will be developed at future staff meetings.

#### **8. Annex usage & development**

The building was tested for asbestos on April 1. The report should be ready in two weeks.

The staff stated that they would like private parties to be allowed in the annex again. Since there aren’t many places in town for events, it would be nice to make the annex available. A staff committee (Hall & Marrero) will be developing a plan for rental of the annex for private programs.

#### **9. Vacation & Holiday follow up**

The deletion of the floating holiday and the capping of vacation at 20 hours per year was explained to the staff at our staff meeting on April 7. Policy manual has been updated. New copies will be printed out after a final edit.

#### **10. Volunteer update**

Volunteers were also discussed at staff meeting. All agreed to think of more ways volunteers could be used other than shelving, film committee, community read committee, and friends.

#### **11. Live Homework Help promotion**

See #7

#### **13. Mission Statement on Webpage & other location**

This was also discussed at staff meeting. All liked the idea of having a plaque made that will be placed near the entrance of the library. It will also be placed on the cover of printed policy manuals.

#### **New Business**

**1. Library services to teens** – see youth services report below. Presentation to be given at April board meeting.

**2. Expanded use of Annex** – The staff would like more time to develop a plan for space usage and development of the Annex.

#### **3. Enhanced Maintenance of Buildings**

At Staff meeting it was explained that the library is cleaned twice a week. The rest of the time we all need to be aware of problems in the restrooms, litter around the building, and be responsible to pick up and clean when needed.

A landscaping company has been hired to come once a week to mow, weed, and take care of grounds. They came April 8 for the first time.

Kristine Patrick, who rents the annex on a regular basis, will clean the annex in exchange for using it. Each hour of cleaning will allow her to use of the annex free for one hour.

#### **4. Warm Springs circulation station and contract with JCLD for services**

I was contacted by Julie Quaid and Lenny Smith in March. They have grant money and would like to contract with JCLD for library services in WS. Goodman, May, Hall and myself visited Warm Springs on April 8 to assess the situation. I have spoken with Joe Ford who is drawing up a plan, time line and budget for putting a circulation station. He is also aware of WS request to have JCLD contracted to help with WS library and will be consulting on this as well.

#### **Miscellaneous**

We purchased a new DVD player for the Annex.

There was a church youth service project that straightened & dusted.

OMSI Science Festival was a big success!

Community Read another big success!

Installation of new public computers was completed.

Installation of second OPAC computer was completed.

Madras Redevelopment Commission contacted us.

Preliminary discussion with Deschutes on contract renewal was held. Issues include: courier, cataloging, maintenance fees. Also discussing PC reservation software installation.

More Millennium training for DeRese on acquisitions module.

Hot water for Annex restrooms. The plumbing was checked and no hot water pipes go to the restrooms. Considering small water heaters similar to the one in director's office.

Hillis' trip to DC. Possible grant to help finance.

Thanks to board members who helped with entry way. It looks very nice. Also thanks to Craig & Leslie Weigand for repairing Kathie Olson's wall, and getting it hung in my office.

#### Youth Services Report:

March 2009

- The J weed is progressing slowly, but well. I've decided to half the work, so the first shipment of new books will be able to be processed and shelved while the second half is being weeded.
- I've created a series of flash cards for new volunteer shelves in order to test their aptitude. The test cards are being stored in the second drawer under the cash register at the front desk.
- With the arrival of the new computers, I feel it important for the library to utilize the systems in order to teach the youths of Jefferson County basic internet and research skills. I would like to open this program to children ranging from 7<sup>th</sup> grade to high school to make sure that basic English and computer skills are known in all who participate. In order to reach a larger group of Jefferson County youths, I am planning to create individual modules that will have two-three month runs each. Programs will run between 30-45 minutes.
- Preliminary work has been put into creating a major teen program that will utilize the library's new Flip Cam. I will submit a written program report during April's board meeting, outlining what will be done, etc.
- As per the board's request, I would like to create simple, fun programs for schools in which I would teach classes basic library skills. After observing the general handling and searching skills of the youth of Jefferson County youth patrons, I feel that this will be greatly advantageous to their educational growth. It will also play to my strengths of library skills and preservation. I foresee this program being once a year at least and quarterly at most.
- The initial Summer Reading Program plans have been created, and all library employees involved will be submitting written overviews of what they are planning to me at the end of the first week of April. We have already had two excellent meetings, and I have approved of all of the ideas for activities already.
- I am 3 weeks into implementing my new Story-time, which has a much stronger focus on education and developmental skills that I learned while teaching in classrooms and in the Peace Corps. I have heard a good amount positive feedback from participating parents. Judging by the fact that not much was said in the past, I see this as an extremely encouraging sign that this has been the right move.
- 8 shark models have been created so far, and the additional 4-8 will be done sometime in April. Once this is completed, the new shark display will take the place of the current outer space display.
- I have been cleared to paint two new murals in the children's department. Over the 7<sup>th</sup> street-side windows will be an alphabet with accompanying characters from children's literature .
- My monthly shelf read of every section of the children's department was completed before the 15<sup>th</sup> of March. April's shelf read will begin in earnest after the first phase of the J fiction weed is complete.
- The new Spring window display has already begun, and will proceed with the beginning of Spring. 1. Rain clouds 2. First shoots of green 3. Flowers in bloom.
- I have allotted room at the end of the office window shelves for a new educational J DVD area. I already have 20 DVDs of excellent quality ready to be processed, and will begin circulating them once processing is complete.

- I created a new Board Book area under my office's window in order for parents to have a section they can immediately reference for their newborns and toddlers.
- My first book talk to over 40 students currently participating in the Book Bowl at the Madras Elementary went very well. I spoke with them in an open-talk style forum for nearly an hour and a half.
- My partnership with the Mid-Columbia pre-school program continues to run smoothly and efficiently. Their new teacher was not present for this month's story time, so I will have to wait until she returns to know when April's story time will take place.

## Spanish Services Report

March 2009

March... what a busy and crazy month it was! A lot of my time went into our Loco Wednesdays story-times.

These are special programs that require a lot of preparation because they include incentives, decorations for the front desk, display table and story-time area, dress up, crafts and food!. But it's so much fun!

Hat day, Lines & Stripes day, Tie-dye day and Tie (neck-tie) day are done. Have two more to go. It's been lots of fun for the kids and the parents... and the staff as always has been a good sport about it.

© We've had a lot of patrons say that they look forward to seeing what we come up with each week.

A picture of our Spanish Story-time was published in the March 4<sup>th</sup> Madras Pioneer paper. It also announced our Loco Wednesdays.

I'm done designing the Loco Hat day Web-page and now it's up in our web-site. I will start on the next ones soon.

Story-time attendance was great during March (15 to 25 kids and 10 to 20 adults!). There are a few parents that unfortunately were laid off from their jobs but are taking this opportunity to bring their kids to our programs.

On March 7<sup>th</sup> I attended a meeting at the C.O.C.C in Redmond for the Inter-Cultural Festival that will happen in April 18<sup>th</sup> at the Redmond High School. I'm the liaison for Jefferson County. I'll be representing the Jefferson Co. Library and also I will have a booth representing the Island of Puerto Rico. I might also do a Latin dance workshop...we'll see!

Jo Cassie and Michele the new Spanish Services Coordinator for the Deschutes Public Library will have their own booth.

More to come next month!

Yirah Marrero