



**Board Meeting Minutes
December 9, 2008
Rodriguez Annex**

ATTENDEES

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

Staff member: Sally Beesley, Director.

Visitors: Chris Walston, Bill Schertzinger

CALL TO ORDER

Luther called the meeting to order at 4:30 PM.

PRESENTATIONS

Western Insurance. Chris Walston presented information on the library liability insurance. There were very few changes this year. SDAO is making available a \$10,000,000 policy limit (in response to OHSU vs. Clark lawsuit). This would cost \$2,100 per year if we decide to purchase the coverage.

Property coverage, building and contents are up about 3% to keep up with inflation. Content coverage seems low. It was decided that inventory will be updated to get a more accurate amount. Director will pursue this. Amount insured should be based on replacement costs. Fire restoration and repair is covered. Business interruption is also covered should we need to move to a temporary location. All are preset SDAO numbers. Equipment coverage is for projection equipment in Annex. It was unclear as to what flood zone we are in. Walston will send library address to flood insurance broker who can give a definitive answer. If we are in Flood zone A, we can buy extra flood insurance from FEMA to cover \$500,000 deductible.

Auto insurance covers replacement cost, which will change to depreciation value in a few years. Coverage for rental vehicles should be purchased through the car rental company should car rental ever be necessary. Premium went down from last year, partially due to SDAO rating. Also liability estimations brought it down.

Total renewal price is \$4,196.

We do not have machinery coverage. Would run about \$250. This would cover computers or anything subject to damage by electrical services. Water damage due to pipe breakage, etc. is already covered. Copy of Best Practices survey was also included in report. Library already receiving highest possible survey ranking. Statement of Member Benefits shows us a dollar value if we tried to purchase

these services ourselves. Crime coverage was increased. This will make the library eligible for a modified audit.

Future Library Ideas. Bill Shertzinger presented a few options for expanding the facility by connecting the library building and the annex. Asbestos and flooding issues were discussed. Energy efficient aspects were discussed. Insulation could be put on outside of Annex. Solar orientation of Annex would allow for passive solar heating if South side of building were glassed. Connecting piece needs to be useable space. Ramps worked into the structure would make it handicap accessible. Lack of parking for current facility was expressed. Inspection would need to be made to assess real asbestos issues. The floor was inspected around floor vents. Tax credits could be sold to businesses. Example of cardboard model was displayed.

MINUTES AND AGENDA

The minutes from the November 11 regular board meeting were accepted. (Stovall/Hillis).

4-H has installed another range in the kitchen. It is used. There was some concern that a used range would be safe. It was also stated that sometimes older appliances are very reliable.

FINANCIAL REVIEW

Initialing bills was clarified. The staff initials invoices before turning them over to book keeper. Board does not need to initial invoices. Minimum wage increase will go into effect in January. This will impact two employees currently at \$8.36/hour. Glenn commented that this big of jump might be discouraging to those who have had to work for several years to obtain the same amount as a new person just starting out. She suggested looking at the budget impact of giving all hourly employees a \$.45 raise to match minimum wage increase. A report will be created showing the financial impact this would have on the rest of this fiscal year. Giving the \$.45 raise to all hourly employees in July was also discussed as an option.

It was noted that some line items under business expenses were over 100%. It was agreed that these lines should probably be increased for the 09-10 fiscal year. Computers, legal fees and vehicle maintenance are especially high. More detail is included in Financial report. Water bill is also high, but probably due to watering outside over the summer. ILL books paid for were for books lost in transit on the state courier.

It was moved and seconded to accept the financial report (Hillis/Glen). Motion carried.

There was no public comment.

EXECUTIVE LIMITATIONS

Communications and Support to the Board. It was noted that line ten was changed from last year (board meeting packets to be ready 7 days before meeting) and this is working well. Board expressed appreciation for having packets printed out. It was moved and seconded (Stovall/Hillis) the Communications and Support to the Board report. Motion carried.

Financial Planning & Budgeting: Financial Condition & Activities. The written report was reviewed. Although Deschutes Library has taken over cataloging for us, we now spend time pulling books for Deschutes.

It was moved and seconded (Stovall/Hillis) to accept the Financial Planning & Budgeting: Financial Condition & Activities report. Motion carried.

BOARD GOVERNANCE

Board Committee Principles, pg 21. It was noted that other than director evaluation committee, there are currently no other board committees.

It was moved and seconded (Hillis/Stovall) that the board is in compliance with the Board Committee Principles policy. Motion carried.

Crooked River Ranch Resolution. It was moved and seconded to accept the Crooked River Ranch Resolution to put annexation of CRR on the May ballot. (Hillis/Stovall). Motion carried.

BOARD-LIBRARY DIRECTOR LINKAGE

Director's Report. It was clarified that book drops will be expanded to other places meant similar to the same places that they were delivered to before.

Calendar of events is looking good. Dion Hryciw was commended for the good job he's done on the website. "Off the Shelf" article now shows up much better in the newspaper.

It was moved and seconded to accept the director's report (Hillis/Stovall) and include it in the minutes. Motion carried.

Jefferson County Library District **December 2008 Director's Report**

Prepared by Sally Beesley, Director

Priority One – Same 5 year building plan with tasks 7,8,9 completed by June 30, 2009.

I met Bill Schertzinger, Redmond architect, at Coffee Cuppers and discussed with him the District's desire to build a new library. He offered to come by the library sometime in the next few weeks and look at our current facility. I informed him that this is still a few years away.

Priority Two – *Website: maintain current & relevant, create links to other websites, Friends of the library webpage, Art exhibit information.*

Calendar of Events was redesigned and updated to include current month as well as coming months. Board minutes are current and Results Policy Report is with minutes and the link is titled “Annual Report. “ Summer Reading (Children & Teen) will be updated soon.

Priority Three – *Connect with schools*

Jane Ahern took our new YS Librarian, Patrick Goodman, over to the middle school to meet Jann Earnest and Courtney Lupton, who are running the Book Bowl.

Priority Four – *Youth Services Enhanced. Maintain current level to children, increase number of teen programs, art in children's area.*

Patrick Goodman, new Youth Services Librarian, started December 1 and is settling in. Thanks to the board for the very kind going away reception for Jane Ahern on Nov. 25. It was very much appreciated. Having said that, here's Ahern's last report:

YOUTH SERVICES REPORT NOVEMBER 2008

By Jane Ahern

November has been a quieter than usual month in which I have mostly focused on wrapping things up.

Between Lorene and Barbara Jasa and me, we completed the 2008 final report for the Ready-to-Read grant and submitted it in good time.

We had one mom attend our 2nd Welcome Baby program. I think she appreciated it and will tell others to come to our next one.

Mid-Columbia Head Start came for their monthly visit. They had fewer than normal kids because of an outbreak of head lice. I gave their director one of Patrick's business cards so he can call and set up future visits.

I e-mailed extensive notes to Patrick so that he'd have a chance to e-mail me back questions. I haven't heard from him, though. I have made more notes for him since then and will leave them on his desk, along with a contact list I have made for him and a to-do list.

There's just one thing I am not be able to finish up for him. That is the latest Book Bowl book order. Courtney Lupton got a grant to buy more copies of the books and I ordered them on our Ingram account because we get a good discount and the books come in quickly. Most of the books have arrived and are already at the middle school, but 3 titles have yet to come. We do not have the invoice yet either. That will need to be given to Courtney Lupton so that she can get the ESD to pay it. I have left extensive notes for Patrick about this and he is free to call me with questions.

Priority Five – *Pursue annexation of Crooked River Ranch*

Have started discussing issue with Alexa Gassner to put on May ballot. Board Resolution is ready. Also spoke with a few library directors about ballot issues and ways to campaign for next May's election.

Priority Six – *Promotion of Annex and Library*

The great news here is that there were 123 people at the Friday night movie when “Wall E” was shown. Lots of families. Thanks go to the film committee for a job well done.

I gave a presentation at a Rotary meeting, highlighting services and programs at the library. I have also been attending other Rotary meetings and am waiting for acceptance into the organization.

The format for "Off the shelf" was changed. It now has a picture of the Library Director and one title. Comments from various people confirm that this is helping to make it easier to find.

Priority Seven – *Enhanced Outreach to Seniors*

Lorene Forman has added East Cascade Assisted Living to her storytelling schedule. She did four story-times, with 25 residents and 5 or 6 staff at each of these.

At East Cascade, she has only three residents and two staff listening to stories so far. The difference? At Aspen Court, she reads to the entire lunch crowd. At East Cascade, they have to choose to come and leave their rooms or buildings to get to story-time.

As for book-drop bins, so far Forman is still just delivering the Ashwood post office bins, changing them once a month...60 books. She will get the other locations up and going by January.

Priority Eight – *Develop "wants" list for Friends of the Library/Endowment Foundation*

Nothing to report this month.

Priority Nine – *Technology improvements – Install self check out, PC reservation software, 2nd OPAC in Children's area*

Nothing to report this month.

Miscellaneous

Another report for the Meyer Grant was written and submitted. I requested another extension until the circulation station can be put in place in Warm Springs. I attended a Library Directors meeting in Salem at the State Library. We discussed the Safety Committee again in staff meeting on Dec. 2. It was decided to replace Jane Ahern with Patricia Smith on the committee. They will begin to meet and discuss the various SDAO best practices.

Spanish Services Report

Yirah Marrero

November is gone already?! Ay, ay, but I wasn't done yet!

I've been very busy with non-Spanish library issues.

Storytimes attendance was slightly better this month.

On Nov. 5th Michele Ping the new Deschutes Spanish Services Coordinator came to watch my Spanish Storytime program and get some orientation and ideas about our Spanish Book, Magazine, Movies and Music collection. She visited for about 3 or 4 hours. She seems to be very professional and reliable person. (She is a sweetie too). It's going to be nice working with her.

On Nov. 3rd I also had the privilege of being part of the interview panel to hire the new Youth Services Manager. Thank you for the opportunity! We had two good candidates and I am very happy with the final result!

RESULTS POLICIES

Needs Assessment. Work meeting will be Jan. 6. New library will be discussed. Copies of tasks 7, 8, & 9 will be made for board members. Presentation from architect was helpful in preparation for planning new facility.

Crooked River Ranch It was agreed to further discuss campaign strategies at the Jan. 6 work session.

Stovall reported on retirement party for Michael Gaston that she and Weigand attended. It was very nice and gave them the opportunity to thank him for all they'd done for JCLD. Gaston was visibly touched by. A retirement gift for Gaston was discussed. A John Schediman's wood carving would be nice. Stovall and Beesley will go to Art Adventure Gallery and pick one out. Beesley will check which board members need to file for re-election and get required forms.

Agenda Building

Appoint budget officer and committee

Preliminary budget document – Board will have full understanding of budget and have all their questions answered and be supportive of proposed budget before meeting with budget committee.

Re-election information

Monitor: Ex Limitations Policy-Asset Protection

Monitor: *Board* Governance: Governance Quality and Costs (board prepares)

The meeting was adjourned at 6:30PM.

Respectfully submitted:
Sally Beesley
Library Director