



*amended*  
**Board Meeting Minutes**  
**February 10, 2009**  
**Rodriguez Annex**

**ATTENDEES**

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

Staff member: Sally Beesley, Director. Patrick Goodman, YS Librarian

**UNFINISHED BUSINESS**

**Agenda Item**

1. Call to Order

Glenn called the meeting to order at 4:31 PM.

2. Public Comment

There was no public comment.

3. Minutes 1/12 & 1/13

January 12, work session minute amendments. A change was made in reference to the previous Needs Assessment comments. It was agreed to delete the sentence that said the "previous Needs Assessment was not sufficiently relevant" did not correctly state what happened. It was also asked if some record of the amendments needs to be kept. It was agreed that if minutes are amended that it should state that at the top of the document and also state "amended" and date of board meeting in the subject line of email when resent to board members. It was decided that keeping the original and the amended minutes would not be necessary.

It was pointed out that the January minutes stated that no decision had been made concerning who would write the mission statement - board or staff. Weigand thought this was incorrect. Others were not able to verify if either way. Director stated that audio minutes did not specifically clarify who would write the mission statement. It was decided to let the minutes stand as written and clarify this issue during the meeting.

The paragraph dealing with priorities was rewritten to clarify content.

The paragraph about the Annex furnace was also discussed. No changes were made.

January 12, board meeting minutes amendments. It was decided to put Patricia Smith down as a staff member, not as a visitor. It was clarified that the link on the website for posted minutes on the website did not need to state amended. The document itself will clarify if minutes were amended.

Priority 3 in January's Director's report was changed to better reflect what is going on in the schools.

It was also confirmed that Patrick Goodman did receive the board packet. It was agreed that he would be included on all board emails. Weigand stated that she would like Goodman to come to board meetings at least quarterly.

The minutes from the January 12 work session and January 13 regular board meeting were accepted as amended. (Weigand/Stovall).

Goodman joined the meeting at this time.

#### 4. Additions to the Agenda

It was agreed to add an Executive session to the minutes right after item 18. It was agreed to add Health Insurance policy, Personnel Policies to the agenda building for next month. This is to verify that changes to the Personnel Policies manual were done to reflect changes to the description of health insurance changes due to the HSA accounts.

It was moved and seconded to accept the adopted agenda. (Stovall/Weigand). Motion carried.

#### 5. Financial review

It was moved and seconded to accept the financial review (Weigand/Stovall). Motion carried.

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

### **EXECUTIVE LIMITATIONS**

#### 6. Preliminary budget

The preliminary budget was reviewed. Revenues: County taxes are projected income minus 7%. Addition of a line item for grants to cover Annex renovation was pointed out. It was agreed to look at forming a committee to better define this line item. Discussion of this was added to the agenda. Rest of expenditures were explained. Most of these explanations are on the preliminary budget document.

Contracted services for accounting were discussed. Current accountant has received a 2% increase each year for the last 2 years. Stovall suggested making comparisons. Weigand felt an increase shouldn't be made this year. Glenn preferred negotiating for a better price. It was pointed out that Knobel, the accountant does many extra services without compensation. Glenn considered accountant expenses as part of Director expenses. Glenn and Weigand both do

not want an increase for accountant expenses. Accountant bills were reviewed. Bills do not show extra hours not billed. It was agreed that Beesley would discuss and negotiate the fees with Knobel and present to the board next month.

It was agreed that no funds would be needed for strategic planning. Library cards are less expensive. Travel expenses are more for mileage as inexpensive or free trainings are available. It was pointed out that PLA (Public Library Association) would be in Portland in Spring 2010.

Board was agreeable to increasing funds for Community Read to \$2000.

Document showing janitorial expenses to keep buildings and grounds clean to meet priority to improve maintenance of building was presented. Board members stressed the importance of sweeping the front entry every day and checking each afternoon for litter. It was suggested that whoever opens the door each morning sweep for 5 minutes. Goodman suggested that attention be made to the collection as well. A heppa filter vacuum was suggested.

Snow removal was discussed and the importance of keeping the walkways clear for liability reasons was stressed. Cleaning of the Annex , especially the kitchen was also mentioned.

Library promotion options were discussed. A reader board in front of Annex. More info. in Bend Bulletin. Storytime announcements in The Pioneer were also mentioned. Possibility of Storytimes on Thursdays were discussed. It was clarified that there hasn't been a storytime on Thursdays for the last 4 years. Volunteers could be used do another storytime. Goodman & board discussed various ideas for storytime. Goodman also told board about his plans to replace many worn out books in the children's section and have good book displays. It was clarified that all email to board will also be sent to Goodman.

Personnel expenses were reviewed. A variety of COLA and Step increases and HSA deposit amounts were discussed. The maximum amount that can be put into an HSA account is \$3000, but less can be put in if budget cuts need to be made. It was stated that current health insurance rates plus HSA amounts are still less than what premiums would have been if we had stayed with old insurance. It was noted that the school district insurance rates are higher. It was determined that the increase in revenue for 2009-2010 is only \$3,750. No final decision was made. Stovall stated that \$2800 for HSA and a step increase for staff seemed appropriate. Weigand did not want another lengthy discussion about personnel budget. Final discussion on personnel budget will be made at March board meeting. Director salary will be decided at that time too.

7. 2<sup>nd</sup> Draft, Policy Asset Protection. It was moved and seconded (Weigand/Stovall) to accept the Policy Asset Protection as amended.

## **GOVERNANCE**

8. Election. Board members up for reelection have forms. All seems to be in order

## RESULTS POLICIES

9. Mission Statement. It was decided that Beesley would write the mission statement based on the vision statement, get staff input and present to the Board at the March board meeting.
10. CRR documents update. Documents are being written. Hillis will contact three people from Crooked River Ranch after documents are ready.
11. Vision Statement Posted. Vision statement has been posted on the webpage
12. Snow Removal Plan. Beesley explained that staff member Patricia Smith will come in to shovel if it is a big storm. Other staff members will keep sidewalks clear during storms by sweeping and also assist Smith as needed and cover for her if she is sick. Beesley will remind staff to take care of snow removal for days that she is not there. Weigand also said she and her husband are available to help with snow removal. Glenn stated that snow removal needs to be all sidewalks on library property.
13. Outreach monies spent. Beesley reported that outreach monies were discussed in staff meeting. Hall, Goodman and Marrero will be making sure these monies are spent. Evidence of this will be apparent in monthly financial statements.
14. Website update/minutes and staff. Glenn reported that there were many useful links on the website. She also reported that one of the links to the Summer Reading Program still showed last year's information. She also said Board meeting should be on calendar of events. Storytime themes could be listed as well. There used to be more on the calendar of events. Stovall commented on how much the website has improved. She also requested that the schools link to our website. Stovall will send email with other links that don't work. Glenn also asked that the homework link be better publicized. Goodman will be consulted to come up with publicizing link. Board members also want the chamber of commerce to create a more noticeable link to the library from their website.
15. Staff safety committee minutes. Board would like minutes from safety committee to be sent to them. They recommended that the safety committee make sure first aid kit is complete, that fire extinguishers are checked annually, SDAO may also have recommendations.
- 16 Restricted to non restricted fund moving. To move funds from a restricted fund to a non restricted fund requires a board resolution. The resolution is sent to the county treasurer who then can transfer the funds.
17. Vacation and Holiday benefits. It was decided that Glenn and Luther would review this as a board committee and report back at the March board meeting. Director stated that she approved of the vacation and holiday benefits as they stand. If she were to make any changes it would be to eliminate 5 weeks of vacation after 25 years. All documentation of past board discussion on the topic was presented by Beesley & Stovall. Committee could meet with Director if needed.
18. Genealogy materials. It was agreed that the information on genealogy materials that was sent out by email be added to the minutes:

In our last board meeting, Stephen asked about JCLD books in the genealogy library. We do purchase a few genealogy books every now and then and put them in the genealogy library. So, technically, they are our books, but they are housed over at JBFF. We have about 40 books in their library. Here's what is

written in our Operational Policies Manual, General Collection Principles, Adult Materials pg 12 :

### Genealogical Materials

The Jefferson County Library District purchases a limited amount of specialized genealogical materials and these are available at the Juniper Branch of Family Finders. Online genealogical subscription databases may be purchased by the library in lieu of materials made available at Family Finders which will be available to all district residents.

**Executive Session** The board went into Executive Session at 7:15 in accordance with OR 192.620. Executive session ended at 7:28 no action was taken.

## **NEW BUSINESS**

### **Executive Limitations**

19. Compensation and Benefits Monitoring Report. It was moved and seconded to accept the report (Weigand/Stovall). Discussion: Stovall stated that she doesn't agree that our wages have fallen behind that much as stated in the report. Motion carried.

### **Governance**

20. Monitor Board Operations pgs. 23-25. It was agreed that the board was doing fine with board operations. It was verified that 2a should be July. Old versions say August. Minor typos were corrected and "Process" was taken off of Governance in the table of contents as well as in headers.

21. YS Librarian Job Description. Additions to YS librarian job description concerning acting as Director in Director's absence were made. Order of staff listing on webpage was also changed.

### **Board-Library Director Linkage**

22. Delegation to the Library Director Monitoring Report. Report was amended to point out that reasonable interpretations of policy by board and director should be communicated more effectively. Report was accepted as amended.

### **Results Policies**

23. Library services to teens.

24. Expanded use of the annex

25. Enhance maintenance of buildings

23, 24, 25 were clarified as priorities. No discussion.

26. Survey Monkey. Weigand reported that a variety of surveys would be useful. She will set them up. She would like to do a library staff evaluation of their jobs. She would have board approve questions. Beesley also suggested a public survey linked to the website.

27. Results policy #2 p. 31. It was moved and seconded (Weigand/Stovall) to add "and staff" to results policy #2 p. 31. Motion carried.

28. Warm Springs circulation station. Stovall suggested that the Warm Springs Circulation station be added as a priority.

### **Agenda Building**

1. Web updates
2. Vacation and Holiday Benefits
3. Proposed Budget
4. Director salary – Executive session
5. Annex Improvement Committee (Weigand/Beesley)
6. Crooked River Ranch documents
7. Safety Committee Report
8. Survey Monkey
9. Mission Statement
10. High School Link
11. Homework Help promotion
12. Remove "process" from Governance in policy manual
13. Priorities (4)
14. Logo presentation
15. Personnel Policy manual benefits update.

The meeting was adjourned at 8:10 PM.

*Respectfully submitted:*

*Sally Beesley*

*Library Director*

### **Jefferson County Library District**

#### **January 2009 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.*

Since our direction has changed from building a new facility to more effective use of the Annex space, this month has mostly been one of considering the possibilities. Staff was informed of the new direction, has discussed usage and is very much in favor of developing uses for the Annex. Board has also brainstormed uses. I also had a meeting with Ruth Ann Hopps and Patrick Goodman where we discussed ideas for a teen area. They will both be a great asset in developing an area for teens.

Possibilities for use and improvement of the Annex are:

Create teen area

Create computer lab

Put "Please Return" books in annex. Change VHS videos to "Please Returns" and put in Annex

Improve appearance of building

Improve insulation, replace windows

Replace old furnace & put in air conditioning

Improve landscaping

Widen stairway

Improve public restrooms

Resurface parking lot and paint lines

Teen area and computer lab would only need to be open in afternoon and evenings and Saturdays if we kept some public computers accessible in main library. This would keep staffing expenses down.

I would like to suggest that we budget (for example) \$150,000 in the 2009-2010 budget and then apply for grants to help with the cost of the renovation. That amount would only be spent if we raise enough money. \$150,000 is just a ball park figure at this point. Closer examination and breakdown of this project would be necessary to come up with a more accurate number. If we don't raise all the money necessary, we can adjust the project accordingly.

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

Staff continues to work at keeping the website current & relevant. Information on our procedure for updating the website was requested so here's an explanation. All staff members advise Hryciw of events coming up for the calendar and advise him of any errors they find. Hryciw then makes the changes on the website. Hryciw himself, monitors the website for errors or updating needs on a daily basis. Due to other job responsibilities, he does not always get to every page and link every day, but between him and most of the rest of the staff most correction and updates get made in a timely manner. When additions to the website are missed or incorrect, this is usually due to staff error rather than a problem with the procedure. As is often the case with a new procedure, it takes some time for all staff to incorporate this into the rest of their responsibilities (i.e. remember to do it). I continue to send email reminders and use other opportunities to reinforce keeping the website up to date. With time, our efficiency will continue to improve.

**Priority Three** – *Connect with schools*

Patrick Goodman and I met with all the school librarians at the High School library on January 21. Goodman gave presentation on biographies & other books used for reports and had a general discussion on accommodating students and their reports. He also discussed book talks & other presentations he could do at schools. I showed them the Picturing America set we received. After discussion on how to put this to best use, it was decided to put it on loan to high school, and rotate it between the schools. This will make it more available to the teachers who can use it to enhance their lesson. They were also reminded of the GPS, telescope, and decibel reader.

A class from Madras Elementary visited the library.

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

Youth Services Report:  
January 2009 by Patrick Goodman

What was done:

- Early Childhood books are currently being weeded. The goal is to create a collection concerned with quality, not quantity. To date, there have been over 25 books found still in circulation that date before 1970. These will be put in a revolving display titled "Treasures of the Jefferson County Children's Library."
- I donated three original winter holiday paintings to the children's library. They are currently hung on the far wall of the children's section.
- Programs for elementary and Pre-K students have begun. This month, the library hosted the Madras Elementary Special Ed class and the Mid-Columbia

Head Start students. Both have asked to be scheduled for future library programs.

- The [unattractive] bagged books are in the middle of being re-vamped.

#### What's next:

- Immediately after the completion of the E fiction weed, I will begin weeding the J non-fiction collection.

- After some research, I have discovered that Madras' sister city, Kitamimaki, Japan, is no longer a city. It merged with its neighbor in 2004 to become the city known as Tomi (pronounced TOE-mee). This means that Madras is now without a sister city. I have begun current exploration into how cities submit official request, and feel that it could be used as an excellent geography lesson to Jefferson County students of all ages to help pick Madras' (or Jefferson County's) new sister city.

- There will hopefully be a new major display of jousting knights created for the children's department within the next two months.

#### **Priority Five** – *Pursue annexation of Crooked River Ranch*

The County Commissioners approved putting the annexation of Crooked River Ranch on the ballot. Beesley is putting together documents that explain the ballot measure that can be used for informing the public.

#### **Priority Six** – *Promotion of Annex and Library*

There were 41 uses of the Annex in January. For comparison, December was 29 uses.

Library programs are promoted in many ways. The following is a list I've developed to get the word out about library programs. All of these are free. I've been able to share this list with the Friends, YS librarian, and others to help them promote their programs as well.

Program Promo:

#### **Publications:**

Library website

Pioneer, articles and community notebook [smatheny@eaglenewspapers.com](mailto:smatheny@eaglenewspapers.com)

Bulletin – David Jasper [djasper@bendbulletin.com](mailto:djasper@bendbulletin.com)

Redmond Spokesman

Spilyay Tymoo 553-3274 [dmcmechan@wstribes.org](mailto:dmcmechan@wstribes.org) at least a week ahead

The Round-Up [madrasroundup@madras.net](mailto:madrasroundup@madras.net)

#### **Schools**

[csergeant@509j.net](mailto:csergeant@509j.net) Catherine Sergeant at Madras High School

[Jearnest@509j.net](mailto:Jearnest@509j.net) Jann Earnest at middle school

[kschonneker@culver.k12.or.us](mailto:kschonneker@culver.k12.or.us) Katy at Culver High School

[rclimer@509j.net](mailto:rclimer@509j.net) Warm Springs Elementary

#### **Libraries**

Make handouts and flyer for library

Todd Dunkelberg [todd@dpls.lib.or.us](mailto:todd@dpls.lib.or.us)

Warm Springs Library [althea.henry@gmail.com](mailto:althea.henry@gmail.com)

Crook County Library [mashcraft@crooklib.org](mailto:mashcraft@crooklib.org)

Patrick's email list

Dion's email list

## **Radio & TV Stations**

Send PSAs to radio stations and Crestview Cable

KWSO e-mail: [kwsow@wstribes.org](mailto:kwsow@wstribes.org)

[Karole@crestviewcable.com](mailto:Karole@crestviewcable.com) – ad channel

KICE KMGX KXIX KSFF [rl@bendradiogroup.com](mailto:rl@bendradiogroup.com)

KQAK & KRCO [news@horizonbroadcasting.com](mailto:news@horizonbroadcasting.com)

KHJ P.O. Box 1000

Bend TV – KFXO [foxcentraloregon@kfxo.com](mailto:foxcentraloregon@kfxo.com) , KTVZ [stories@ktvz.com](mailto:stories@ktvz.com)

## **Other**

Holli at Chamber – Reader Board

Helen at Chamber – weekly newsletter

Evaline Patt Museum at Warm Springs [epatt@...](mailto:epatt@...)

South Y reader board

Melissa Shapiro's website

Most of our programs come from LEO or Chautauqua. I have also partnered with other local groups or individuals to present programs at the library. We usually have one or two programs each month, 3 movies by the film committee, one film by the Youth Services department, and visits from the BitMobile in the Fall and Spring. The High Desert Museum also brought a program. We have attempted to coordinate Community Read programs/activities with Deschutes library without success. We have not partnered with DPLS for programs. Crook County Library is becoming a good partner for coordinating programs and sharing expenses for Community Read events.

The Sagebrush program on January 22 was a great success. 65 people attended and lingered afterwards for almost an hour, they enjoyed it so much. We also partnered with Jerry Ramsey for a couple of programs. One was a presentation by Steve Lent and the other was the annual William Stafford poetry reading. Both of those were also well attended.

Oregon's new no smoking law went into effect on January 1. We have posted signs near all entry ways that explain this new law. It is now library policy that it is a smoke free campus. Staff is discussing ways to enforce and promote this.

On our Feb 3 staff meeting, we decided to have cookies to hand out to people as they left the library in honor of Oregon's birthday, Feb. 14. Also there will be a Chautauqua program on Feb. 20<sup>th</sup>. We had a discussion on the purpose of outreach funds and what exactly outreach is and what the funds could be used for. This should help us utilize these funds better.

## **Priority Seven – Enhanced Outreach to Seniors**

Storytimes at assisted living centers and bins to Ashwood continue as in previous reports. Storytimes are held at Aspen Court and East Cascade Living Center each week.

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

DeRese Hall, Lorene Forman, and I met with Melissa Shapiro to coordinate efforts for a book drive. Shapiro would like to head up a "wish list" and distribute it to the community to get book donations for the library. She has developed a page on her website to promote this. She will also be joining the friends group.

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

Self check out usage is increasing (recently). It has been in place now since last summer and usage is good.

Self check out usage:

July	Aug	Sept	Oct	Nov	Dec	Jan
545	2070	2046	1701	1671	2255	2314

We are still waiting on Deschutes Public Library for the PC reservation software and will be able to install a 2<sup>nd</sup> OPAC in the Children's area as soon as the Follett computer is freed up.

### **Miscellaneous**

Our newest employee, Roberta Clift, started in January and is doing very well. She replaced Julie Altig who left for school. We also hired Susan Frolich as a substitute.

There was a staff pizza party on January 23 to celebrate only 15,000 books left to rebarcode. Volunteers who have been helping were also invited.

I've been addressing maintenance problems in a sincere effort to make the library a much cleaner and inviting place. This is a priority for next year, but is an issue that shouldn't have to wait until next summer. I invited 3 landscape maintenance companies to bid on monthly grounds maintenance. I received one bid at \$150/month. In the meantime, Patricia Smith, part time employee, has agreed to come in on Monday mornings and sweep front entrance, sidewalks, and pick up trash around both the library and the annex. I will monitor this to see if it is sufficient to keep the outside looking nice.

I also contacted Opportunities Foundation about custodial services. Their bid came in quite a bit higher than what we are currently paying. Mary Bueno, our current custodial person, and I discussed ways to keep the library looking better. She was great in helping me understand how to better maintain the library.

Hopefully you will notice improvements in the near future.

At Feb. 3 staff meeting we also discussed the importance of all staff being aware of safety issues and taking care of any problems they see or being sure to notify someone who can take care of it.

I also went to the CO211 (Central Oregon 211) meeting at the fire station. 211 is a phone number that can be dialed to get local information on government, local organizations, medical help, and many other agencies that help people. This will be a great resource for the library as well as the community as we are often asked these kinds of questions. We will be putting information about this on the library website in the next couple of weeks.

### **Interesting statistics:**

Number of visitors to library has gone up for the last three months

Nov.	Dec.	Jan.
6135	7269	7503

Circulation has gone up:

Nov.	Dec.	Jan.
3972	4431	4449

Public computer usage has dropped:

July	Aug	Sept	Oct	Nov	Dec	Jan
1143	1158	853	1985	784	922	895