



Approved as Amended, Feb 10
Board Meeting Minutes
January 13, 2009
Rodriguez Annex

ATTENDEES

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

Staff member: Sally Beesley, Director, Patricia Smith (attended briefly at beginning of meeting)

Visitors: Chris Walston

CALL TO ORDER

Luther called the meeting to order at 4:37 PM.

MINUTES AND AGENDA

The minutes from the December 9 regular board meeting were accepted as amended. (Hillis/Stovall).

PUBLIC COMMENT

Patricia Smith came forward to discuss personnel issues. It was decided to address that in an executive session. It was decided to add the executive session to the agenda

FINANCIAL REVIEW

Most line items are within acceptable numbers. Stovall expressed her concern that outreach monies were not being spent. It was suggested that outreach be discussed with staff members to find effective ways to use outreach. It was moved and seconded to accept budget report (Hillis/Glenn)

PRESENTATIONS

Flood Insurance Chris Walston from Western Insurance was present to follow up on flood insurance options as agreed in December Board meeting. She confirmed that the library is in a flood zone that carries \$500,000 deductible. Recommendation was to not purchase this. Flood insurance could be purchased through FEMA which would cost \$3941 per year.

Increasing the coverage for library content cost \$594 per year, dropping flood insurance saved \$406. It was agreed to reject the FEMA flood insurance coverage.

More liability insurance is now available. SDAO made this available after OHSU was successfully sued. It was believed before that tort laws would protect Districts, but the OHSU vs. Clark lawsuit proved this wrong. The probability of this kind of lawsuit happening to a library appears to be very remote. It was agreed not to purchase the extra liability insurance.

It was moved a seconded (Hillis/Stovall) to not include flood insurance and maintain \$5,000,000 liability. Motion carried.

It was decided that Stovall would contact logo expert to give a presentation on logos, and why ours isn't good.

Executive Session

Board went into executive session for the purpose of discussing personnel according to OR 192.620 at 4:55 PM. Board came out of Executive Session at 5:15 PM. No action was taken.

EXECUTIVE LIMITATIONS

Appointment of Budget officer. It was moved and seconded (Weigand/Hillis) to appoint Sally Beesley as Budget officer.

Preliminary Budget Document. The preliminary budget was discussed briefly. Personnel numbers have not been changed yet. Changes from last year are on right side. Vehicle maintenance was increased. Legal may be increased. Board would like to discuss increases for accounting services. Weigand would like breakdown of personnel services to show COLA at a variety of percentages, and their impact on benefits, social security, PERS. Hillis mentioned that last year we decided to have actual figures at the beginning so all information was there before budget committee meets. 1,2,3 for employees plus benefits. Percentage of total budget.

Luther and Hillis expressed concern over projected revenue under current economic conditions. Will county take into consideration those who fail to pay their taxes when they send estimate? Director will be sure to have county clarify what their projections are based on.

Strategic planning could be reduced since a new facility will not be considered for five to ten years.

It was clarified that a full audit wasn't necessary and amount to pay for audit could be reduced.

Stovall suggested looking at custodial to include snow removal. Concerns over liability due to slippery conditions were expressed.

Public computers were discussed. Expense for additional computers would come out of capital outlay, computer equipment. A computer lab was created in the annex was discussed. Possibility of putting computer lab in stage area was

suggested. It was pointed out that the stage is used for summer reading programs and other performances. If there were more public computers available, people wouldn't be limited to one hour per day. Using money from the building and improvement funds could be used to make improvements. Beesley will clarify how money would be moved from that account. Money could also be obtained through grants. Asbestos might be an issue.

Program expenses to be determined based on priorities. Ready to Read grant has been received. Gates grant will also be included. Annex being paid off in two years will free up more revenue for other services.

Policy-Asset Protection. Monitoring Report. Weigand expressed concern about lack of snow removal, boxes and clutter around library. Safety and liability issue. Would like these issues reflected in report. Would like boxes moved from the back door. Alternatives for putting donations by the back door could be considered. Glenn expressed concern over appearance of front entrance. Garbage spills over. Public perception of entry way important. Director's office has storage & no place to sit when last visited.

Weigand restated that snow removal needs to be better and the report should reflect that. Bush removal from in front of Annex should also be mentioned in report. Report should be more specific.

It was noted that loitering in the entry way has decreased.

Report will be re-written and presented at the February meeting for acceptance.

BOARD GOVERNANCE

Governance Quality and Costs. Policy was reviewed and it was agreed that board is in compliance. Report was accepted. Board expressed their appreciation for policy monitoring and the benefits of being more familiar with the content of policy manual.

Election Information. Glenn will probably not run again. Has spoken to Jann Earnest about running. Other possibilities were discussed. An information form from county was given to board members. Filing instructions will be sent in February.

BOARD-LIBRARY DIRECTOR LINKAGE

Director's Report. Flood insurance information was helpful. Patrick Goodman is connecting with schools. Has meeting planned for January 21. Focus has been on collection and children's library area. Storytimes going well. Board appreciated format of YS report.

Hillis asked about JCLD books being held in the Juniper Branch of Family Finders. Beesley will get the information to the board on this.

It was moved and seconded (Weigand/Hillis) to accept the Director's Report and have it included in the minutes. Motion carried.

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.*

Bill Schertzinger, Redmond architect, gave a presentation at the board meeting showing options for developing our current site. His proposal was to join the two buildings and renovate the annex.

I have also been in discussions with Chet Singleton, building official for JC, Nick Snead, Community Development Dept. The following is a report from him:

"The Library is located on tax lot 8600 and the Annex is located on tax lot 8500. My research shows that the Annex is located not only in the 100-year Floodplain but also the Floodway. Being located in these areas will not likely allow you to renovate your buildings as you would like.

The City of Madras Flood Damage Prevention Ordinance regulates development in the Willow Creek Main Channel which is the Floodway as shown on the attached map. Specifically, the standards are:

5.3-1 Willow Creek Main Channel. Located within areas of special flood hazard established in Section 8-4.3.2 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

A. Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

Given, the requirements of Section 5.3-1(A), a renovation to the Library and the Annex which would connect the two buildings would be considered a "substantial improvement" and therefore not be allowed per the Flood Damage Prevention Ordinance. If you have any questions about this, give me a call at your convenience."

Our current communications are trying to come up with options that we *can* do with our current facilities. It is possible that an engineer could come up with a plan that would be acceptable. I will keep the board informed of any future developments.

I will also be contacting Frank Messina from the Department of Environmental Quality. He will help us make an accurate assessment of the asbestos issues in the annex.

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

Not much to report here. We seem to be keeping the website current. Staff has been helpful in checking and making corrections or sending Dion emails reminding him of updates.

Priority Three – *Connect with schools*

Patrick Goodman, new YS Librarian, has made plans to visit the schools soon. Foreman had her usual number of visits to the schools as the storyteller.

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

Youth Services Report: Patrick Goodman

-Early Childhood Non-fiction, Juvenile Fiction, Non-Fiction, and Young Adult Fiction were all shifted, re-shelved, and shelf read. They are in passable order at the moment, but more work can always be done.

- New displays have been created in order to highlight certain areas of the collection. Corresponding books and call numbers were placed in most of the displays, and have recently been picking up in the amount of check-outs directly from them.

Major: Space, Snowmen

Moderate: Ancient Greece

Minor: Vikings

- Early Childhood Fiction is currently being shifted and shelf-read.

- Children's office has been cleared, re-organized, and labeled in order for everyone who uses the resources in the office to access materials more easily. Poster drawer has been condensed and labeled.

- Two movie programs have been developed, with Second Saturday Matinees beginning next month. A comprehensive 28 month list has been created as well.

-Basic office and front desk skills are currently being learned/ practiced.

What's next:

- Beginning lessons in Spanish with Yirah.

- Creation of Spanish area, while freeing up space for all Youth Collections.

- Development of a more educational story time.

- Create three more minor displays

- Complete office work training

Priority Five – *Pursue annexation of Crooked River Ranch*

Our ballot measure is set to be reviewed by the County Commissioners on January 28. Discussing strategies to inform the public of the measure is scheduled for our January 12 Board work session.

Priority Six – *Promotion of Annex and Library*

December was a bit quieter than usual. The Bit Mobile had to cancel, there was only one movie and one program. The program was a presentation from the High Desert Museum that was very good.

The library hosted Coffee Cuppers on December 5.

There were 29 annex usages.

The local Rotary Club was unable to help the library out with the matching grant from the Gates Foundation. The library will be matching the grant with donations that have been made to the library that are currently in the JCL Foundation funds.

I attended a retirement reception for Peter Duel, who's term as District Attorney is over. I also attended the annual LEO event in The Dalles.

Carol Leoni, Museum at Warm Springs, and I are working on a collaborative effort in conjunction with a PBS program that will be broadcast next April. We are hoping to do a few local events. The program to be broadcast is "We Shall Remain," which chronicles and highlights much about Native Americans and their history.

Priority Seven – *Enhanced Outreach to Seniors*

Storytimes at assisted living centers and bins to Ashwood continue as in previous reports.

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

There are only 14,000 items left to rebarcode. Credit goes to all staff members who have been doing this in any spare moments that come up.

Much of my time this month was spent in the process of hiring a new library aide.

There were ads to put in the paper, notices to post on the website and in the library. 38 applications were received. After going through the applications, 6 candidates were selected to interview. 5 of those came for the interviews.

Maureen Caldwell, DeRese Hall and I were on the interviewing committee. At the end of interviewing it was evident that Roberta Clift was the best candidate for the position. She accepted our offer and started work on January 5.

Jerome Beesley provided some very nice acoustical guitar Christmas music for the library in the mornings. Patrons and staff enjoyed this. He also fixed the outside water pipe of the Annex that broke during the very cold weather.

I took one week off the week of Christmas.

Spanish Services Report

Yirah Marrero December 2008

Dec. 1st was Patrick Goodman’s first day with us and it’s been interesting getting to know him. He has a very creative mind that is full of new ideas. Patrick came up with a plan that by shifting some English kids books and some Spanish books we could get more room to grow and would benefit both of our collections.

On Monday Dec. 8th Patrick, Lorene and I attended a Story time Skills training at the Bend Public Library. It was very good!

I’ve been in a lot of contact lately with Jo Caisse the Outreach Services Manager of Deschutes and with Michele Ping the new Spanish Services Coordinator .

We’ve been sharing ideas and helping each other with various future projects. Hasta la próxima!

End of Director’s Report

Policy updates. New Tobacco and Cell Phone policies were reviewed. Tobacco policy is in both the Personnel Policy and General Operational Policy manuals.

It was clarified that staff are given two fifteen minute breaks that they are paid for and a lunch break that is not paid when they work the required hours. Director reminds staff to take breaks. Breaks are often taken at desk to check email or make personal phone calls. Glenn questioned break policies due to issues in the school district.

Weigand pointed out that the personnel policy states that those who work ½ time are offered benefits and questioned this policy. It was pointed out that the law states that anyone who works over 20 hours a week must be offered benefits. The policy also states that dental insurance will be offered. Our health benefits package has changed and policy should be written to reflect this.

Pg 25 of policy states – all employees must be safety conscience. This implies that they should all accept responsibility for seeing that snow removal is done when needed.

Pg 30 defines personal telephone calls during work hours, but not use of personal email during work hours. New policies better define this.

Pg. 17 vacation & holiday benefits were discussed. It was not clear what if any changes had been made in the past and if policy should be altered. It was decided to go through past minutes and find out what had been decided. Beesley will find the appropriate minutes and send them to the board.

Pg 34. Weigand asked about employee performance reviews including new standards that must be developed as policy states. Beesley explained that her interpretation of this is setting goals with employees. What employee would like to accomplish for the coming year.

It was pointed out that YS Librarian job description states that YS librarian is acting director in director's absence. A variety of alternative wordings were suggested to better state responsibilities. Others stated that current wording was adequate and that Board Policies also cover this issue. Wording from Board Policies on Emergency Library Director succession could be put into YS Librarian job description. There was concern that YS librarian is sufficiently trained (or had been trained in the past) to take over as director should the need arise.

The entrance of the library was discussed. Board members expressed their desire that the outside entrance be better maintained. It was discussed that this could be one of the priorities. It was pointed out that this is addressed in the Results Policy as "Residents enjoy visiting the library and consider it to be a comfortable, safe and welcoming place."

- There were three priorities that were roughed out:
1. Library Services to teens
 2. Expand use of Annex
 3. Enhance maintenance of buildings

It was clarified that all expenses incurred from Director or YS Librarian joining a services organization will be paid for out of the library budget.

Hillis has been invited to join Oregon group to Washington DC. State Library pays for registration fees, Hillis will pay for airfare, library will cover hotel and meals. Board is supportive of Hillis attending the ALA Library Legislation Day.

Minimum wage increase was discussed. Beesley brought figures as requested at the last Board meeting that show financial impact if all hourly employees were given a 45 cent/hour raise. It was pointed out that this increase could be covered due to the fund balance in the YS line. Weigand expressed her opinion that the board should have been better advised during budgeting season last year. General agreement was that not all employees be given a raise, only those below the minimum wage.

Meeting was adjourned at 6:45 PM.

Respectfully submitted:
Sally Beesley
Library Director