



**Board Meeting Minutes
July 8, 2008
Rodriguez Annex**

ATTENDEES

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

Staff member: Sally Beesley, Director.

CALL TO ORDER

Luther called the meeting to order at 4:35 PM.

MINUTES AND AGENDA

The minutes from the June 10 regular board meeting were accepted. (Weigand/Stovall).

There was no public comment.

Glenn brought up the point that we are to have meetings that handicap can access. Since we were meeting in the basement, was this an issue? It was agreed that if a disabled person came to a board meeting, we would move it upstairs or into the library. We would find a way to accommodate. Also, whenever possible, meetings will be held upstairs.

EXECUTIVE LIMITATIONS

Financial Conditions & Activities End of fiscal year report:

Current Assets are \$500,211.08 which is healthy. We received 85% of the funds we thought we would receive. This figure may go up a bit more as June numbers have not been received. Part of the shortfall for income was the LSTA money we did not receive (\$48,000)

We spent 79% of what we budgeted for. This is low, again, because of the LSTA money not received or spent. Another reason expenditures were low is due to reservation software that was not purchased as Deschutes Library asked us to wait until something system wide was put in place. Also, not all of the Employee benefits funds were used.

Mick Knoble, our accountant, said an excellent job was done for both budgeting and spending for the 2007-2008 year. All things considered, we ended up at a very good spot.

This year, tax income will be monitored to be sure we receive what was projected. With the economy down, people are challenging the assessed value of

their homes, there could be more foreclosures, and some will just have trouble paying their property taxes.

It was requested that financial statements be created that separate grant monies out so there's a clearer picture of what the percentages are. Also a written narrative with the financial statements would help explain expenditures and revenues.

BOARD GOVERNANCE

Governing Style, pg. 15 It was agreed that the Board is always working on this process. Michael Gaston's session was helpful, and good progress was made this year.

It was proposed that the first sentence in 4 be changed to "At each meeting the Board will monitor and discuss the Board's process and performance." (Luther/Stovall) a second reading will be at the August Board meeting. It was clarified that the agenda will specify 2nd reading.

Crooked River Ranch Resolution It was moved and seconded that we accept the resolution requesting annexation of Crooked River Ranch into the Jefferson County Library District, Resolution 08-04. (Weigand/Glenn) Motion carried

Board Elections It was moved and seconded that Cathy Luther be elected as Board Chair, and Marie Glenn be elected as Board Vice-Chair. (Weigand/Stovall). Motion carried.

BOARD-LIBRARY DIRECTOR LINKAGE

It was moved and seconded to accept the director's report and have it added to the minutes. (Weigand/Stovall). Motion carried.

Director's Report, July 2008

Library Board Priorities:

Priority #1 - 5 year building plan

Next steps in our Needs Assessment have been put into a report I will present at our July 8 board meeting.

The school district has decided to lease out West side Elementary for \$1/per year. But utilities alone are \$12,000 per month. When the new superintendent settles in I will be able to get more details and see what options are available. I do not know what their long term plans are for the school.

Priority #2 – website development

Dion and Ruth Ann are working on the Community Read webpage. Our webpage count went from 669 last month to 788 this month.

Priority #3 – Art Displays

We are buggy! I hope you all have a chance to drop in the library and see all the fun Summer Reading decorations. Jane, Yirah, & Lorene really did a great job and our younger patrons love it.

Priority #4 – School Connections

Summer Reading Program is once again very popular this year. The theme is Catch the Reading Bug and the children are enjoying this. Attendance at programs is around 90 and we are very happy with that.

Summer Reading supports the schools by helping children keep up their reading skills over the summer.

Priority # 5 – Library and Annex Promotion

Our big events for June have been our Summer Reading programs which have been very well attended. I've also given it a plug in our Off the Shelf article.

The Million Page Challenge has begun and our patrons are really coming on strong this year. So far JCLD has 42,939. No report from Sisters yet, and last report from Crook was around 2000. Since all materials must be from the library this is a really fun way to promote the library and get people using it.

The staff has been reviewing Annex Rental agreement and addressing problems with cleaning and scheduling the annex. A report and the updated rental agreement will be presented to the board at our board meeting.

I talked to hospital CEO, Jay Henry. We discussed a medical library & healing center in about 3-4 years and the possibility of having both at the library. Time wise, that might work out with our plans for a new facility. The nice part of partnering with the hospital is they will be a great help in collection development. They can help us know what the best medical resources are. The healing room (a nice place where people can rest & read) away from the hospital would probably be appropriate as most people associate the hospital with bad times. These might be viable services the library could offer in the future.

Also talked to Jerry Middleton from COCC. He said if the bond passes, they will put a college here. We both recognized that a collaboration between the library and local college would be beneficial to the community. I also talked to Jason Hale and Melanie Widmer and offered to share with them the results of our Needs Assessment meetings. They both seemed genuinely interested so I have agreed to do a presentation at the next City Council Meeting.

Priority #6 – Outreach to Seniors

Lorene has been to Aspen Court every week this month and has about 20-25 people in attendance at her readings. Most residents look forward to her visits and enjoy them.

Miscellaneous

Technology (Results 3) Jim White came and tried to get the Polycom unit working but was unsuccessful. The problem appears to be our Internet

connection. This will be addressed in January when the Gates Grant monies are available.

Nancy, Patricia and Julie have been scheduled for extra hours to help get more barcoding done. All the barcodes on our materials must be changed to work better with Millennium, our new catalog system. The rest of the staff has been rebarcoding as well, myself included.

The new couch (Results 2 & 4) for the Spanish services area arrived, but was damaged. We are in the process of getting it replaced.

Crooked River Ranch (new priority 5) Alexa Gassner helped me put together a board resolution that will be presented at board meeting.

Budget All required documents have been turned into both Jefferson and Wasco County Clerk and Assessor.

SPANISH SERVICES REPORT by Yirah Marerro

Not yet submitted

YOUTH SERVICES REPORT by Jane Ahern

Not yet submitted.

End of director report

Youth Services report was reviewed and will be included in minutes notebook. Spanish Services report was not submitted.

There was a discussion about hiring a new Youth Services Librarian as Jane Ahern's current plans are to end her employment in November. A plan for hiring will be discussed at the August board meeting.

Annex Director reported that staff has been discussing use and management of the Annex. It is difficult to know who to charge and who not to charge for use of Annex. Staff requests Board help us understand the purpose of the Annex, and get a clearer picture of the Board's vision for the Annex.

Discussion included examples of groups who use it such as the Historical Society, Republican and Democrat meetings, Saturday Market. Board agreed these would not be charged. When used for non-commercial purposes, there would be no charge. If used for commercial purposes or if admission is charged, there would be a fee to use the facility.

It was agreed that the Annex should be a civic meeting place for non-commercial purposes and that it is not intended for private parties. It may be used for a fee for commercial purposes and a 10 PM curfew would be appropriate. The Board was also supportive of raising the rental price to \$20 per hour.

Minor changes to the existing Annex rental agreement were shown to the board. These changes mostly dealt with clarifying the contract and eliminating redundancies. Copies of these will be included in the minutes notebook.

Director gave a short report of staff meeting to illustrate for the Board some of the issues discussed during the meeting. Some of these were Summer Reading

prizes, proper crate loading for courier, better call numbers for graphic novels, and the need to straighten out the Spanish section.

RESULTS POLICIES

Vision Statement The Library's current Vision statement and the Vision Statements presented by Clint Jacks, based on the Needs Assessment meetings were compared and discussed. It was decided that Board members would like more time to look over the statements and discuss them at the next meeting. All Board members will come with a prepared vision statement.

A possible Vision Statement was worked out: "Jefferson County Library District will offer our diverse patrons opportunities to enhance cultural sharing and enrichment that strengthens individuals and families by providing services and information." This statement will be considered along with others already developed and new ones to be written by Board members.

Needs Assessment, next steps the document sent to Board members prior to board meeting was reviewed. The next steps in Needs Assessment would be Tasks 5 & 6 from "The New Planning for Results," which take the information gathered by the Needs Assessment Committee and choose which needs will best be addressed by the library. A copy of the document sent to the Board will be filed with minutes in the board minutes notebook.

It was suggested that board Priorities for 2008-2009 be adjusted as accomplishing tasks 5-9 is more than we can effectively accomplish this year.

Meeting evaluations – "5"

Agenda Building

2nd reading of Governance Style change
2nd reading of Vision Statement
New Logo
Ex Limitation Policy - Global Executive Constraint
Board Governance: Board Job Description (Board prepares) page 16
Youth Services Librarian hiring process

The meeting was adjourned at 6:15 PM.

Respectfully submitted:
Sally Beesley
Library Director