

District Board Meeting
May 12, 2009
3:00 PM



Minutes
as amended

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

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	3:05	Cathy
2. Public Comment	None; Stovall uses time to raise the idea of a file being created in which to store the budget notes for easy reference. It was the concern that the decision to raise the vehicle maintenance budget would get lost by next year.	Beesley will create document for 2010-2011 budget
3. Approve minutes 4.14.09	Glenn moves to approve the minutes; Stovall seconds. April minutes are approved.	
4. Additions to the Agenda	<p>Catherine Luther submits her letter of resignation. All board members express their appreciation for her service on the board. Luther states that our library is excellent. She is resigning due to time constraints and would consider serving again after retirement.</p> <p>Beesley asks that the library van’s replacement, the electric car, be discussed.</p> <p>Beesley also asks that stimulus money going to ARRA be discussed.</p> <p>Stovall asks that an update on the creation of the library’s new logo be given in the near future.</p>	
5. Financial review	<p>Stovall voices her approval on the reporting of interest on revenue.</p> <p>Stovall raises the question of why the budgeted amount of continual staff training is only at 25% spent. Beesley responds that the majority of monies that would be used for such needs as accommodations is typically addressed by the staff themselves in the form of staying with friends or relatives, and many training sessions are free or very inexpensive.</p> <p>Stovall raises the question of why the budgets for books and art are still only at roughly 50% spent. Beesley responds that the monies allocated to PC renovation have yet to be spent.</p>	

	Staff was commended for doing a great job at budgeting.	
6. Director's Report	<p>Luther voices her approval of the new Director's Report layout. Everyone agrees.</p> <p>Luther asks for clarification from Goodman of what DIRG is. Goodman responds that DIRG (Disaster Response Group) is a inner-state library group that focuses on the creation of an emergency response policy in individual libraries in order for libraries to have a game plan in the event of a catastrophe such as flood or fire.</p>	
UNFINISHED BUSINESS		
Executive Limitations		
1. Proposed budget	Beesley proposes that the copying machine budget be increase from \$2,800 to \$3,100 to accommodate for the current upswing in usage.	Beesley will post all notices and prepare final doc.
Governance		
1. Election of board members	Everyone is reminded to vote.	Beesley will report on election results
Follow Up		
1. CRR ballot measure	<p>Majority of information covered in the Director's Report</p> <p>Weigand relates the difficulty in finding the measure on the ballot.</p> <p>Glenn asks for a clarification on the annexation of Crooked River Ranch. Beesley responds that the annexation, if passed, would go into effect July 2010.</p>	Beesley will report on ballot measure outcome
2. Computer backup system	Stovall & Glenn ask for a clarification of the statement in the Director's Report that says 'most employees back up their documents.' Beesley responds that not all employees create documents related to the library.	Done
3. Outreach money expenditures	General discussion on what subjects, actions, and events fall under the title of 'outreach.'	Done
4. Website promotion & update	It is agreed by all to hold a discussion on this topic after all of the proposed promotions and redesigns have been completed.	Beesley will give update on updates
5. Vacation and holiday follow up	It is agreed that this topic can be removed from further board discussion until if needed a later date.	Done
6. Volunteer update	<p>Beesley relates the library's gifts of appreciative items given to the library's volunteers.</p> <p>It is agreed that this topic can be removed from further board discussion until if needed at a later date.</p>	Done
7. Live Homework promo	Glenn relates that many school parents have voiced their pleasure in the library supplying the students of Jefferson County with this educational aide. Jefferson County Library	Done

	<p>website needs to be on the bookmark.</p> <p>Beesley takes the opportunity to also inform board on Global Road Warrior database.</p>	
8. Survey Monkey a. employee b. website	<p>Weigand distributes Survey Monkey results to everyone present.</p> <p>It is agreed by all to take time in looking over the findings, and discussing the matter at a later date.</p>	All will review Survey Monkey results for June board meeting.
9. Mission Statement on Webpage & other locations	General discussion on where the Mission Statement should be placed.	Done

NEW BUSINESS

Executive Limitations	Discussion/Notes	Responsibility/Action
1. Monitor: Ex Limitations Policy Treatment of Staff	<p>General discussion on what is and isn't appropriate for employees and/or any other outside party to do in regards to the board's agenda. Included:</p> <ul style="list-style-type: none"> • Flip camera videos • Internet search course • Chalk drawings <p>All are in agreement that Beesley cannot be held accountable for the violation of the policy by a staff member et al., because the policy is a public document. Therefore, it is up to the employee to know their rights, etc. before they approach the board.</p>	Sally
Results Policies		
1. Library services to teens	Goodman further elaborates on the programs that are being developed for teens in conjunction with the Summer Reading Program.	Goodman will report on flip camera activity
2. Expanded use of the annex a. asbestos report b. report c. development	<p>All voice their surprise and pleasure on the relatively acceptable amount of asbestos in the library annex.</p> <p>A general discussion is had on what could be done to renovate certain spaces in the annex.</p>	Further discussion
3. Enhance maintenance of buildings	There is a general discussion on the future relevance of this subject.	Done
4. Warm Springs circ station & contracted services	<p>There is a general discussion on the future relevance of this subject. Project Action Plan available for details.</p> <p>Goodman voices his pleasure that dialog with Warm Springs to host him for weekly Wednesday story times at the Warm Springs library will be had next week.</p>	Beesley will keep board informed of progress

5. Outreach - define	<p>Weigand questions whether or not outreach is part of the board's activities</p> <p>Stovall reads off services listed by other libraries throughout Oregon to show how broad of a subject outreach can be.</p> <p>Luther states that much of the outreach that is being done by the Jefferson Co Library is not being officially noted, but is being carried out.</p> <p>Weigand states that she would like to look at an outreach budget increase for the next fiscal year. Beesley responds that she would like the outreach priorities to be outlined in order to carry this out.</p>	Beesley will follow up with outreach report, costs for various outreach programs
Electric Car Grant, ARRA stimulus grants	<p>Weigand moves for Beesley's letter of intent for an electric car for the library to be sent; Stovall seconds.</p> <p>Luther asks for clarification of the stimulus monies going into ARRA. Beesley responds that ARRA is attempting to connect rural and under-served communities in Oregon to better, faster, more reliable internet connections. Beesley further elaborates that the state government is looking for these communities to create their own proposals for ARRA.</p>	Beesley will update as info. Is available
6. Agenda building		
	Logo - future meeting	
	Board Priorities	
Recess	4:55 board meeting recesses to budget meeting.	
Executive Session ORS 192.620	Board goes into Executive session as per ORS 192.620 at 6:23 PM to discuss personnel issues. Board went back into regular session at 7:07 PM. No action taken.	
Adjournment	Luther adjourned the session at 7:09PM	

June 8 Board Meeting and budget Hearing 3PM
July 4 Library closed

Jefferson County Library District
May 2009 Director's Report
Prepared by Sally Beesley, Director

Community Read Report

This year's Community Read event was a great success. We had over 400 people attending a variety of events and feedback was very positive. Events included: an exhibit in annex, Alton Chung at the annex and high school, Joan Yasui Emerson at senior center, annex, sushi demo at Great Earth, & Saturday evening presentation.

Here are comments from the MHS principal and the TAG teacher who brought the JCMS students to MHS for Alton:

"I had several staff tell me how very, very, good it all was. In fact, some said it was the best to date. I'm just pleased it all went so well. Thanks for all you do." Gary

"They loved Alton, especially when he went into character. We haven't met with them as a group since but my individual response was along the lines of "'when can we do this again!"

The CR committee had an evaluation dinner at Mazatlan. All were very happy about how it turned out.

Programs, Promotion & General

There were three other programs this month: Container Gardening, Skillet Licker concert, and author visit by John Daniel. Container Gardening was hosted by Patricia since I was out of town. In total there were 16 programs and 867 in attendance. Great month for programs. There are three programs scheduled for May – Impressions of Iran, Chris Kokesh benefit concert, and Meteorites, as well as 4 movies.

I successfully negotiated with the Oregon Historical Society to co host the "Oregon is Indian Country" traveling exhibit with Myra Johnson, Confederated Tribes of Warm Springs, and Marvin Butler, Central Oregon Agricultural Research Center. This will come in July and be here for about a month. There are three separate panels, each to be displayed in a different location. One of the locations is the library. To accommodate the panel, which is rather large, we will be rearranging the furniture in the magazine area.

I went to Rotary Exchange Student dinner, and afterhours at CHS Garden Center as well as weekly Rotary and Coffee Cuppers.

I organized the Quilters display for April & May.

There was a lot of Gates grant paper work to do, online surveys, phone surveys, & email.

I worked with Todd Dunkelberg on the Deschutes/Jefferson Contract, the Warm Springs Circulation Station, as well as the PC reservation software.

There was a Library Foundation meeting April 22 which I attended.

As some of you have noticed, the automatic door closer isn't working. I had someone come and check it out. Looks like the whole closing unit will need to be replaced which will cost around \$2000. The parts will take a couple of weeks to get ordered in and the repairs will be done soon after that.

Recovery Act Money for Libraries

Part of the American Recovery and Reinvestment act signed into law by President Obama includes monies for broadband internet connections for libraries & schools. This is going to be a big project and I will be busy studying this issue and how to qualify, and get the proper documents submitted. The broadband connection will be about 10 times as fast as what we have now. It will allow the interactive conferencing unit we received from LEO to work. This combined with the Gates grant to replace our public computers and add more public computers will really improve our online/computer services for our patrons.

Another part of the stimulus package may provide the library with a new electric car to replace the storytelling van. I've submitted the preliminary information needed for this.

Donations report

The Friends of the Library sponsored a Skillet Licker concert where admission was a donation of books for the friends book sale this summer. The Friends are also sponsoring another concert on May 8. Money from the ticket sales will go to Friends of the Library. When I met with the Endowment committee, they reported that they had received no donations from the brochures they left in the library and at various locations. These brochures have been out in the community for over a year.

Upcoming Events

May 8 Chris Kokesh concert sponsored by the Friends of the Library

May 16 Sahalee Park Pavilion dedication. Patrick will have a library display.

May 27 Meteorite Program at Culver City Hall

July 22 Chautauqua program by Tom Nash co-sponsored with LEO

July 31 Coffee Cuppers at the library

July/August Oregon is Indian Country exhibit & programs

June/July Summer Reading programs

Reports

Safety Committee

Safety Committee Members: Lorene, Patricia, Jackie

1. The nails on the stage walls at the Annex have been removed. Thank you, Lorene.
2. Jackie has printed off four copies of the OSHA/American Red Cross first aid standards booklet, one for each Safety Committee member and one to put in the first aid kit in the staff restroom. This booklet also includes information on what to have on hand for emergencies (flashlight, emergency blanket, whistle, light sticks, etc.). Jackie will make a list and work on gathering some of these items from the Dollar Store and BiMart at reasonable prices.
3. Dion will be ordering a First Aid refill pack with his next order from Quill. We have used enough items from the kit in the staff restroom to need a refill.
4. S.C. members are waiting for two interlibrary loan DVDs on First Aid and blood borne pathogens. We will watch these as time permits in our individual schedules.
5. Patrick has requested some interlibrary loans on disaster response and planning in libraries. This planning is in conjunction with his Masters Thesis in High Circulation Materials Preservation. Jackie will also peruse the materials before they are sent back to the other libraries.

Youth Services Report:

- The J weed is now complete. As soon as everything is processed, I will do a shelf shift to compensate for the new collection.
- The bookmark templates that I made for MayDay! Preservation Awareness Day have been used by nine PacNW libraries, as well as Portland State University and Washington State Library Systems. Six other libraries (including WSLs) requested my Newbery, Caldecott, and Librarianship 101 bookmarks as well.
- The SRP theme is 'Be Creative,' and finalization of the activities is currently taking place. The six weeks will include: Symbolism (create your own superhero personality); Sketching to portraits; Acting; Music; Dance; Paper-making
- Morning story times have begun to flourish. The month of May started with 19 kids for pre-school story time alone.
- The new window display for Spring has sprung. There is also a new minor display in J non-fiction that depicts the iconic image of a battle between a giant squid and a sperm whale.
- The newest book display for Young Readers Choice books has been a continual success throughout the month of April. It's been hard to keep enough books in the display to make it look full.
- At the beginning of the month, I attended the OLA conference in Salem. During the conference, I was asked to be a participating member of the DIRG roundtable, and have since had discussions with the leaders in library preservation about assuming the title of Emergency Response Coordinator for central and southern Oregon.
- The Madras Children's Parade appeared to be a big success. I came with souvenirs from around the world and the stories behind for the children to pass around. Knowing that I had a limited time to keep their attention

spans, I was pleased that the vast majority of the children and parents stayed for the entire 25-30 minutes I was there.

May 12 Agenda Items

Numbers correspond with agenda

5. Financial Review

I spoke with Deena Goss, County Treasurer, about our investments. She reported that although the interest we are earning has gone down, our investments have not lost value. In February, which was her last report, we earned 2.66% interest on our diversified investments. She explained that we are part of an investment pool that is doing well, considering current circumstances. She also mentioned that Patsy Malt is doing a reassessment of Madras city property taxes. Taxable values may increase 3%. She also said that when a bank forecloses on property, they are obligated to pay the property taxes. So far 95% of property taxes have been collected for the current year. These are good indicators that we should have a fiscally sound 2009-2010.

Monthly report looks fine. We have \$600,609.12 in assets which is healthy. Coming in right on budget at the end of the fiscal year is anticipated.

Unfinished Business

Executive Limitations

1. Proposed Budget

Mick and I went over the budget to make sure everything was correct. The biggest change we made was to take the annex renovation grant money out of revenues and put it under the building and improvements fund, which is the restricted fund that the board set up. We've set up that fund so that if we do get grant money, or if we decide to spend money out of that account, we can. This does not mean that it has to be spent. It just gives us that option.

Mick recommended putting \$5,000 under "employee benefits – other" in the Personnel Expenses category because there are variables that aren't sufficiently budgeted for. The two main variables are minimum wage and PERS, which we can't know at this point and we have no control over. These "other" funds won't be used unless something unexpected comes up. The alternative, if unforeseen issues come up, would be to do a supplemental budget during the year, which is a somewhat complicated process that would be best to avoid if possible. I agree with Mick that our best choice is to create this buffer.

Mick also put in an updated number under Beginning Fund Balance at the very top. The other highlighted areas are changes the budget committee suggested at the last budget meeting.

Follow Up

2. Computer backup system

All Millennium records (patron & materials) are backed up by the company off site. This is all done through DPLS. I back up important documents such as policy manuals and board minutes on the server and a thumb drive. I asked staff members how they are backing up their documents and most are doing the same.

3. Outreach monies spent

A report showing what Outreach monies were spent on is included in the board packet for those board members who would like to look at it. Our budget report for April also shows that the funds are being used.

4. Website Promotion and update

Jackie continues to do a weekly edit of the website. Dion is redesigning the homepage to make things easier to find. He has a new one developed, which I and several other staff are evaluating.

5. Vacation & holiday follow up

"grandfathering" was explained to staff and policy manual was updated. See hand out.

6. Volunteer update

We have had several new volunteers start. They've been a great help at getting books put away. National Volunteer Week was in April and we gave all our volunteers a small gift of appreciation.

7. Live Homework Help

Book marks were distributed to the high school and middle school to be handed out at parent teacher conferences. I also spoke with Chris Buller who is running an after school homework help program. We discussed the databases and how they could be of help to the students.

9. Mission Statement on Webpage and other locations

The staff discussed this and we are creating a nice framed copy of the Mission Statement to place in the library. The frame has been purchased and Dion is creating the page to be framed.

New Business

1. Library services to teens

The Flip Camera program is being developed. This should be a really fun activity for the teens this summer. We are working on rules & guidelines and how the film committee can also be involved. We also read in the paper about Crook County Library's successful programs and will contact them to get ideas that we can use. Crook County Library has always been great to work with.

2. Expanded use of Annex

The staff would like more time to develop a plan for space usage and development of the Annex. The asbestos report came back and shows that there is asbestos in the men's restroom flooring, the texturing in the ceiling of the front lobby, and in the insulation in the attic.

3. Enhanced Maintenance of Buildings

Maintenance is running more smoothly now. We have a custodial service that is keeping the inside of the building clean, and a grounds keeping service that is keeping the landscaping up. Staff also is helping by being aware of things that need picking up or straightening. Patrick has also spearheaded a daily shelf straightening that has greatly improved the appearance of the adult section.

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

Circulation Station: After talking with Todd Dunkelberg it was decided that Deschutes Library will install the circulation station in Warm Springs instead of hiring Joe Ford to do the project. Since this is very similar to what DPLS has set up in the schools in Deschutes County and it connects to their system, they are the best people to do the job. *Contracted library services:* I continue to be in contact with Julie Quaid concerning contracted library services to Warm Springs. At this point we are waiting for official word from Warm Springs Tribal Council and IMLS who provided the grant.