



**Board Meeting Minutes
October 28, 2008
Rodriguez Annex**

ATTENDEES

Board Members Present: Cathy Luther, Stephen Hillis, and Susan Stovall.
Leslie Weigand and Marie Glenn excused.
Staff member: Sally Beesley, Director.

CALL TO ORDER

Luther called the meeting to order at 3:05 PM.

MINUTES AND AGENDA

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

There was no public comment.

EXECUTIVE LIMITATIONS

Off the Shelf There was no discussion.

Special Districts The Board section of the Annual SDAO Best Practices survey was reviewed. High scores on the survey give the district discounts on liability and property insurance.

Various items on the survey showed that there were areas where the district could better comply:

1. Each board member should have a copy of Government Standards and Practices Act. Board members agreed to check and see if they have one.
2. Attendance at SDAO conferences or training. It was agreed that the board could do better at attending SDAO conferences and training. Beesley will get a calendar of conferences and training so board members can plan to attend some of these.
3. Board monthly review of expenditures. To better comply with this, it was agreed that board members would review the monthly financial statements when received and an opportunity to ask questions will be available right after minutes are accepted. Regular quarterly financial reports will still be given at board meetings.

BOARD GOVERNANCE

Chair/Vice Chair Rolls pg 18 The policy was reviewed and it was agreed that the district is in compliance.

Board Evaluation The Board self evaluates with a chart that tracks monitoring of board responsibilities is kept and updated by the board chair. Board evaluation is ongoing and individual policies are reviewed at board meetings. Mention of board evaluation is on page 14, paragraph 4 of the policy manual.

Annual Calendar a current calendar with a revision date of August 2008 was distributed. It was agreed that a board review of Personnel Policies would be added to the calendar for November to comply with SDAO best practices.

BOARD-LIBRARY DIRECTOR LINKAGE

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

Discussion. We discussed that the Director's Report needs to accurately tell the story of the current condition of each priority. We talked about the system that is currently in place to insure that the website is current and relevant is not working. We also discussed the Calendar of Events takes priority over other areas of the website.

The board discussed the request to issue a statement regarding a branch library in CRR. The board agreed that offering the highest level of services to all parts of the district is a high priority. Providing courier services, a drop off and pick up station, a community space for books, and possibly a kiosk would be goals to look at in the future. A statement in regards to receiving a branch library would not be feasible at this time.

Jefferson County Library District **October 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.*

No action.

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

Not much new to report here. Dion and Ruth Ann are still working on the Community Read page. Art exhibit information on September's exhibit was put on the website. More Effort needs to be made to insure that it is updated regularly. The board meeting minutes and the calendar need to be kept current.

Priority Three – *Connect with schools*

Jackie is working on preparing "Picturing America" so it can be used by schools. Part of the grant requirements are that the posters be displayed in the library, so we will be doing that as well most likely starting in November.

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

SEPTEMBER 2008

Early in the month, Lorene and Yirah helped me clean out our storage rooms at the annex. We got rid of lots of stuff and re-organized the rest. It looks much better and is more usable. I also started cleaning out my own office a bit. I'm gradually going through my files and getting rid of irrelevant stuff, getting rid of some of the things on my shelves, etc.

As I go about my work I am writing up notes for the next children's librarian about ongoing activities. I know that the Girls Advisory Board is concerned about whether the next person is going to continue working with them because a library employee is needed so that they can continue using the film center for chick flicks. Mid-Columbia Head Start is ready to schedule their monthly visits for December on; Healthy Start wants to schedule Welcome Baby programs for December and beyond, etc.

Speaking of Welcome Baby programs, this is a new project in partnership with Healthy Start. It's a way of reaching new parents who are not eligible for the whole range of Healthy Start services but who could use a little support. Parents of new babies are invited to come and learn about healthy brain development and early literacy. They get a free board book (Healthy Start can provide some and the library has some leftover from the probably-defunct Kids First) and a diaper bag full of useful items. We'll do a baby storytime with them talk a little bit about which books are appropriate for which age, and encourage them to get a library card and come to storytimes. We attempted our first one on Oct. 2 and nobody showed up, but Kathy Thompson, the Healthy Start coordinator said they had a hard time getting it going in Bend too but it did eventually take off. We're going to try another one in November and I hope the new person will keep it up because it doesn't require much effort on the librarian's part but could have very good results.

For the last year or so I have been collecting donated children's books to make drop boxes for the Head Start programs. Now that my time is winding down it doesn't seem like such a good idea to take on anything time-consuming that the next person might not want to continue. So I packaged up the books as giveaways and took them to The Children's Learning Center, Migrant Head Start, Early Intervention, and the Health Department. The idea is for these agencies to call me when the box is empty so that I can pick it up and refill it when possible. That's a lot easier than trying to get the books back and re-circulate them to different agencies.

Jo Caisse from Deschutes is sending us more YA books that she gets for free because she is on the ALA quick picks for young adults committee. We received several boxes from her last year and used the ones we didn't need as prizes in our teen SRP. There were some left-overs from last year's batch, so to make room for this year's batch I gave the old ones to Tammy Schongalla, the reading

teacher at the high school. She wants to give them to her students at her family night events. I'm going to go through the new ones, add a few to our collection, and save the rest for prizes and such.

I made what will probably be my last big order of books and am getting through the processing of them. Standing orders will continue to trickle in and I might place another order if we get any requests or if any "hot" books come out.

Madras Christian School came last week for a tour and a little bit of library instruction.

Last Saturday I went to the Performers' Showcase in Salem. There were lots of good acts and I have the packet with information on each, plus the impressions I jotted down as I watched. I am tempted to schedule some, but that will be up to someone else.

I did meet with Jann and Courtney at the middle school about Battle of the Books. We are going to call ours "Book Bowl" and use sports metaphors for promotions. "Improve your fictional fitness," etc. We set up a timeline. Courtney is going to present it to the kids next week. The kids are going to need to form teams, start reading the books, and prepare for the competition which will take place in the spring.

Next week Deschutes library is bringing over their gaming equipment for a teen program. I sent out lots of publicity a while back to newspapers, radio stations, the school newsletter, etc. and today dropped off flyers at MHS.

Priority Five – *Pursue annexation of Crooked River Ranch*

I contacted a number of people in CRR letting them know the measure would be on the November ballot. I also made a presentation at the candidate forum held in CRR on Oct. 2. There were 45 people in attendance and I was able to make more contacts and answer many questions. Some in attendance really liked the idea of a drop off station in CRR. Others asked if I could get a statement from the Library Board saying that if the measure passed there would be a very strong possibility that CRR would receive a JCLD branch library.

I also gave a presentation to Kiwanis on the CRR ballot measure.

Priority Six – *Promotion of Annex and Library*

Our new Annex Usage Contract is just about ready and probably will be by Board meeting. Staff has been reviewing it and agreed that it will work very well.

The Bit Mobile presented "Buying and Selling" on EBay again in September. Attendance was good. The Film Committee had three Friday movie nights. This was "people's choice" month and they showed movies that were selected by the public.

Priority Seven – *Enhanced Outreach to Seniors*

Things are status quo here. Lorene is still doing storytime at the assisted living centers, with about 20-25 people attending. Lately she has been reading Shel Silverstein poems, which they seem to enjoy very much. Many of the students in the EBay classes were seniors as well. Friends of the Library are creating bins of

books to drop off at Ashwood, Antelope, Culver, and Metolius. Lorene will be delivering these as she does storytimes near the locations. These will be used by many people, hopefully including seniors, special needs and others who find it difficult to get to the library.

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

No action taken on this.

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

We have added two new online databases that our patrons can access from any computer with internet. Global Road Warrior was purchased by the library and Live Homework Help was provided through a grant by Libraries of Eastern Oregon. Both can be accessed from our website.

Miscellaneous

13 resumes have been received from people interested in the YS Librarian position. 12 of them have MLIS degrees. I’m very happy with the selection. I am working with Marian Thomas of DPLS to work out a strategy for interviewing. Since most of them are out of state or over in the valley, we are working out a way to interview over the internet using a video conferencing site such as Skype. Telephone interviews will also be held. We are also considering appropriate amounts for reimbursement for travel for the 2-3 finalists.

Staff and Board members enjoyed the Central Oregon Regional Library Conference on September 15. As one of the committee members that puts together this conference, I was busy with many aspects of it. All who went said they gained a great deal from it. Many commented that they really liked the new showcases format.

The Results Policy Report also took much of my time this month.

End of report

YS Librarian update three candidates will be interviewed in the next week. Todd Dunkelberg, Ruth Ann Hopps, and Sally Beesley will be on the interviewing panel. Phone interviews were made to narrow down the list.

Director Evaluation Stovall read the evaluation process and explained that the evaluation committee (Stovall & Weigand) wrote up the evaluation based on Board Priorities. Procedures were implemented to simplify the process. Hillis and Luther agreed that a committee do the evaluation and that board members could comment if needed. Hillis & Luther were given copies (copy 1 & 2) and will make comments as needed.

Stovall and Weigand met with Beesley on Oct. 6 to give the evaluation. Stovall and Beesley both agreed that the evaluation was positive and productive.

It was agreed that each year one board member on the evaluation committee should be replaced by another board member. Luther, as board chair, will appoint a new member to the evaluation committee next year.

General Discussion It was pointed out by all present that it is often difficult to spot the “Off the Shelf” article in the newspaper. Putting the logo at the top of the article or having the director’s picture with the article were both suggested as ways to make it more recognizable.

Hillis asked if Annex usage has dropped since private parties are no longer allowed in the Annex. Beesley agree to present Annex usage statistics for the November meeting that illustrate whether usage has gone up or down or remained the same.

RESULTS POLICIES

Results Policy Monitoring Report It was moved and seconded (Hillis/Stovall) to accept the Results Policy Monitoring Report. Motion carried.

Discussion. Luther commented that it was a great report, very impressive. Comparisons to other libraries very helpful.

Stovall added that the gap statements were a good part of the report. Charts were very useful. They show that we are very effective at using the resources we have. The report tells the story and it’s not always glowing.

Luther commented that the square footage especially “hits you in the face.” We have similar population sizes to other communities, but a smaller facility. We are providing really good services in spite of that.

Hillis commented that it was a very complete report. It was suggested to publish the report on the webpage and call it a “self review” or another term that would be more descriptive for the public.

Agenda Building

1. Unity of Control
2. Emergency Library Director succession
3. Code of Conduct (board prepared page 7)
4. JCLD Personnel Policy Review (SDAO best practices)
5. Calendar of SDAO trainings and conferences
6. YS Librarian update
7. Needs Assessment
8. Logo discussion

The meeting was adjourned at 4:35 PM.

Respectfully submitted:
Sally Beesley
Library Director