



Board Meeting Minutes
Sept. 9, 2008
Rodriguez Annex

ATTENDEES

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

Staff member: Sally Beesley, Director.

CALL TO ORDER

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

MINUTES AND AGENDA

The minutes from the July 8 regular board meeting were accepted as amended. (Weigand/Glenn).

The agenda was amended to delete Order Calling for Election, and include Central Oregon Regional Library Conference, Staff report, and CRR Update.

There was no public comment.

EXECUTIVE LIMITATIONS

Central Oregon Regional Conference It was clarified that the staff will be traveling to the conference in the Storytelling van. Board members Susan Stovall, Stephen Hillis, and Leslie Weigand will work out their own transportation.

Global Executive Constraint It was moved (Weigand/Hillis) to accept the Global Executive Constraint Monitoring Report. Motion carried.

Governing Style 2nd reading The wording on #4 was reviewed as discussed at the first reading. It was also moved that the word preoccupation be changed to focus in the beginning paragraph. It was moved (Weigand/Glenn) to accept the two changes to the Governing Style Policy as described. Motion carried.

There was some discussion as to whether a second reading would be needed for the change suggested today. It was decided to accept both changes today and not require another reading as changes only improved language and did not change meaning or intention of the policy in any way.

Financial Report the written financial report was reviewed. Hillis asked for clarification on library aides being higher. Beesley explained that over the summer aides are given more hours when other staff members are on vacation. Also HSA deposits were made that cover for the next six months, which makes

the percentage higher. Both of these will average out correctly by end of the year. Luther asked about interlibrary loan replacements as most of that budget is spent already. It was discussed that perhaps a higher amount should be budgeted next year.

Purchasing policy. Board was given copies to board for their review. Hillis mentioned that although these policies are not decided by the board, it is appropriate for the director to give copies to the board members to show that the purchasing policy is in compliance with board's policies.

Part 3.3 of purchasing policy. Hillis asked if that was still a useable policy. Policy states that purchases under \$500 may be made on the open market or put up for bid, depending on director's decision. Beesley stated that policy was still viable.

Hillis also asked about part 5 – disposal of library materials and surplus property. It was agreed that this policy should be reviewed and possibly revised by the library staff.

It was moved (Hillis/Glenn) to accept the financial report. Motion carried.

BOARD GOVERNANCE

Board Job Description pg. 16. All present reviewed this policy and agreed that the board is in compliance.

Annual Calendar it was agreed that review of the calendar would be taken off of January and left in September. It was agreed that board and director evaluations would be in October and the informal evaluations for September would be removed. Evaluation should be at same time as Results Policy Monitoring Report. Purpose was to get evaluations away from spring which is busy time of year (budget, director contract renewal). Board evaluation will be a self evaluation.

It was clarified that the Results Policy Monitoring Report draft would be ready on September 19. Hopefully it will be complete enough as presented and "tell the story."

It was agreed that Leslie & Susan will again do the director evaluation.

It was moved and seconded to accept the amended calendar (Hillis/Weigand). Motion carried.

BOARD-LIBRARY DIRECTOR LINKAGE

Hillis complemented the priority format of the director's report. The Friend's room was shown to board members and credit given to Dion and DeRese for organizing basement storage to make it possible. Pictures and old library sign were put up on the walls of the annex basement.

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

Director's Report, Aug/Sept 2008

Well, it's time to focus on the Priorities for 08-09. Some of them are the same as last year, and some have changed. I know it was mentioned at the meeting with Michael Gaston that we should have 3 or 4 priorities, and we actually have 9. However, they are all good things to be working on, and I would like to stick with them for awhile and see how much progress we make.

Priority One – *Same 5 year building plan with tasks 7,8,9 completed by June 30, 2009.*

I went to the Madras City Council meeting on July 22 and shared with them the findings from our Needs Assessment meetings. Plans to expand library facilities were also explained to them. Mostly the motives here are to keep the city informed. They were appreciative of the information and very cordial, but didn't give much input.

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

Due to problems with Ochoco Computer's provider, our website was down for a few days and then we were unable to do any updating for about a week. These problems were solved and everything appears to be working fine now. We are still catching up on updating. I did look into upgrading our internet connection and hosting our website ourselves, but it would cost us around \$400 a month. So free internet from Crestview Cable, and \$50/month to have Ochoco host the site for us, is our best option for now. Due to changes at Ochoco's end, the problem we had this month shouldn't happen again.

Dion continues to find other sites to create links to. I hope you all have had time to look at the links page. He's done a great job of organizing the links and even has links to a few fun game sites. He and Ruth Ann are still developing the Community Read page. Even with the problems we had with our website, we were still able to work offline and develop pages.

Priority Three – *Connect with schools*

For summer our focus has been on the Summer Reading Program which went great again this year. This supports the schools by helping the children keep up their reading skills. More on SRP in Priority Four.

We received a grant from the National Endowment for the Humanities in the form of a kit called "Picturing America." This kit has beautiful posters of important American art work that document our heritage and history. This will be available for check out, especially for teachers and home schools. It will also be nice as a display in 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, August – by Jane Ahern

“Most of my energy in July was spent on summer reading. The programs were fun and attendance remained pretty strong, even in the face of the county fair. Book club had its first meeting on July 29. The kids chose *Harry the Poisonous Centipede* to read and it looks like we’re all going to enjoy it.

Towards the end of July I pulled together a teen summer reading program. I scheduled 4 programs in August, came up with some prizes, and sent out lots of advertising.

I thought about trying to borrow Deschutes’ Dance Dance Revolution and Wii equipment to do a teen SRP activity, but it occurred to me that the annex is very warm in the summer. So we will have a teen activity with these in October. Linda Olson from DPLS will come up here and set up the equipment and help me with it.”

Youth Services Report, September – by Jane Ahern

We tried out our first teen summer reading program in August, with mixed results. Attendance at the programs increased each week (except for the fly-tying workshop to which 0 kids came), building up to 12 for the last one. I found that it worked best if I called the kids and reminded them either the day before or the day of the program. Unfortunately, the movie projector was not working properly for our monster bug matinee, so we had to give up on the movie and just eat our snacks and do our drawings. Six kids turned in a total of 16 book reviews, which are posted on our website.

I’m still working on getting the last of the SRP decorations taken down and SRP materials put away. Yirah, Lorene, and I have an appointment to go through our annex storage room and get that cleaned up. I have some books to process and another order about ready to submit and I have been trying to re-barcode the J books on my Tuesday evenings.

I spent some time in August trying to plan for the fall. I scheduled the Saturday matinees, set my storytime themes and sent the m to the Pioneer, talked a little with Jann Earnest about getting together to talk about Battle of the Books, left a message for a sign language instructor about setting up some classes for parents to learn baby sign language, am in contact with Linda Olson from Deschutes about the DDR/Wii teen activity, etc.

Priority Five – Pursue annexation of Crooked River Ranch

The board resolution to annex CRR into the library district was submitted to the County Commissioners. I attended the hearing on August 27 at 10 AM. Our request was approved and the annexation of CRR will be on the November ballot. Many thanks go to Alexa Gassner at the county for helping me write up all the documents and get them properly submitted. David Glenn also helped to put together forms that were needed and reviewed everything. He also attended the hearing.

Priority Six – Promotion of Annex and Library

Since getting direction from the board on appropriate use of the Rodriguez Annex, the staff has been working on developing a policy for the Annex that better reflects board’s intentions for the Annex. We will no longer schedule private parties, but are honoring the ones that were already scheduled.

The Bit Mobile was here again and both classes were full and there was a waiting list. This popular class is “Buying and Selling on EBay.” Due to its

popularity we have schedule for the same classes in September, and people are already signing up.

There were about 120 people participating in the Million Page Challenge. This fun activity helped to bring people into the library. We also had another "Sense of Place" program from LEO (Libraries of Eastern Oregon). This one was called "Reading the Landscape." 16 people attended. This event was co-hosted by the Jefferson County Historical Society.

I made a fun trip to Crook County Library and gave them a big chocolate cake to celebrate them winning again this year. It was a great visit and both the Prineville and Madras papers will have an article on the challenge. Sisters Library really enjoyed participating in this event and is looking forward to joining with us next year to take on Crook County again. I met a librarian from Wasilla Alaska (yes Sarah Palin's home town) at PNLA conference who took the idea back to her library and they are all excited about doing a challenge as well. Their's will be in the winter, when as she stated, "it's too dark to do anything else."

I gave a presentation on library services at the Rotary luncheon on August 26. It went very well.

Perhaps our best promotion was the entry in the 4th of July parade. Julie Altig and her mother had a butterfly winged goat pulling a cart promoting the Summer Reading Program. People have even commented to me that it was their favorite entry. They were unable to participate in the county fair parade as they were involved in 4H activities.

The podium in the Annex has had wheels attached to it to make it easier to move around. Thanks to volunteer Jerome Beesley for doing this.

Priority Seven – *Enhanced Outreach to Seniors*

Things are status quo here. Lorene is still doing story times at the assisted living centers, with about 20-25 people attending. Many of the students in the EBay classes were seniors as well. Many also participated in the Million Page Challenge.

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

No action taken on this. However, I'd like to report that the Friends made over \$800 at the book sale held at the Saturday market in July. People loved it. The Saturday Market people really want us to come again. The Friends were very happy with the results and want to turn this into an annual event.

Dion and DeRese spent a whole day cleaning out the storage rooms in the basement of the annex to make a space for the Friends. They did a great job.

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

One down and three to go! The self check out computer was installed in August and patrons are starting to use it. The staff has been helping patrons learn how to use it, but it is very simple and many figure it out for themselves. Many already know how to use it from visiting the Redmond library.

Miscellaneous

The replacement couch (Spanish area) arrived July 31, undamaged, and we were all very happy about that. We had locks put on the outside garbage

cans to prevent neighbors from filling them up. The front steps were power washed and weeds pulled by volunteers and community service people.

Mick and I worked on a new format for the proposed budget so it looks more like the monthly actuals. A numbering system just like the monthly actuals was added and the order was changed to be closer to the order of the monthly actuals. Hopefully this will make budgeting next year less complicated.

I put together and submitted the state statistical report. The information I gathered for it will help me as I work on the Results Policy Monitoring Report, which is coming along nicely.

I attended PNLA (Pacific Northwest Library Association) conference on August 7-8.

Spanish Services Report June-July 2008

During the months of June and July there were lots of BIG & small projects related to our Summer Reading Programs!. We had pretty good attendance in Madras, Warm Springs and Culver. I noticed that more Latino families came to our Tuesday & Thursday programs this year and registered for our reading prizes

Since school is out our regular Spanish Storytimes attendance has gone up. We've had 15 to 25 kids each time. About 20 Adults.

I also had three classes (Summer School) come to the library for tours and Spanish storytimes. Wild and happy kids!!! ☺ Two of these classes participated also in our SRP and got t-shirts last Wednesday.

I did some translation jobs and went on two outings and handed out storytime invitations to some of the Latino businesses in town.

I've been also trying to re-organize all sections of our Spanish Collection. We've had a little trouble with some of our new shelvers so I am still working on this.

End of Director's Report

Crooked River Ranch update – There will be a CRR Chamber of Commerce Candidates' night on Oct. 2. Beesley has been invited to present information on the ballot measure annexing CRR into JCLD.

Staff Report A brief staff report was given mentioning various projects and issues the staff is working on such as: Annex Usage Policies, audio books too close to floor, "new items" shelf for audio books, how to check out Picturing America kit, how self check out is doing, banned books week, & conference.

Youth Services Librarian Marian Thomas from DPLS was very helpful in providing information on hiring processes. Hillis suggested having a parent that frequents the library on the interview panel. Weigand mentioned that 2 MLS grads might be necessary at the library to be eligible for certain grants. Three applications have been received. Two from Portland, one from Texas.

Accountability of Director it was moved (Weigand/Hillis) to accept the report. Motion carried.

Global Board Library Director Linkage it was moved (Weigand/Glenn) to accept report. Motion carried.

RESULTS POLICIES

Need Assessment Vision Statement It was moved (Glenn/Hillis) to accept the vision statement. Motion carried.

LOGO It was agreed that the board would like a 5-10 minute presentation on what constitutes a good logo and advantages of having one, and why we would want to change. We also need to know if we should change everything at once or phase it in. Travis Furry who has offered to design a new logo for the library will be contacted to make presentation. Beesley will contact Stovall to set up this presentation for November board meeting. Beesley will also figure out how much it would cost to replace logos.

Audit Options A law was recently passed that says we do not have to have an audit every year. Instead, we can just do a review. This would save the library about \$1000/year. To qualify, the library would need to be bonded for a higher amount which would only cost \$100 more per year. It was moved (Weigand/Hillis) to change from a full audit to a review, increase bonding to qualify, and have a full audit every 2 or three years. Motion carried.

Nov. Board meeting November board meeting falls on Veterans' Day and library is closed that day. It was generally agreed that the board would still like to meet that day, but perhaps change the time. We would also need to see when Travis Furry could come.

Agenda Building

Result Policy Monitoring Report

Board Evaluation

Director Evaluation

Monitor: Linkage Policy-Monitoring Library Director Performance

Monitor: Board Governance: Chair/Vice Chair rolls pg. 18 Board prepares

Monitor: Board governance: Board Members' Code of Conduct

Conference evaluation, CRR update, & YS librarian search to be included in the director's report

The meeting was adjourned at 5:40 PM.

Respectfully submitted:

Sally Beesley

Library Director