

**District Board Meeting
February 9, 2010
3:00 PM**



Minutes

Board members attending: Susan Stovall, Melissa Shapiro, Stephen Hillis. Leslie Weigand and Anita Goodwin excused.
Staff attending: Sally Beesley, Patrick Goodman.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	Stovall called the meeting to order at 2:55PM	
2. Public Comment	There was no public comment	
3. Approve minutes 01/12/10	The minutes were approved. Hillis/Shapiro	Board
4. Additions to the agenda	No additions	
UNFINISHED BUSINESS		
1. Task force update	Staff has reorganized computer area. Three more meetings are planned. Next meeting is Feb. 10.	Shapiro will keep board updated.
2. Website update	In director's report. Deschutes Library has new website. Ours will link into their catalog. Examples of logo design will be emailed to board meetings. Staff will post new movies the Monday following the last movie. Also poster will be put up at Annex. Stovall & Shapiro praised Deschutes Library's new logo and website. JCLD may be able to use State Library hosted website, Plinkit.	Beesley will keep board informed on progress of new website development.

NEW BUSINESS		
Executive Limitations		
1. Monitor: Policy-Compensation and Benefits	It was moved and seconded (Shapiro/Hillis) to accept report. Motion carried.	No action
Governance		
1. Director's report	Goodman reported that Teen Societies will possibly include 6 th graders in the future. Visiting authors a possibility for writing group. Beesley reported that SDAO conference was well done. Beesley also reported on why liability insurance went over what was budgeted. It was most likely due to incorrect figures in proposed budget.. Western Insurance agreed to review all budget figures for 2010-2011 to make sure they are correct. It was explained that the \$20,000 deposit that Mick Knobel referred to in his report	No action

	was from Warm Springs. The funds will be used to purchase software and materials for WS library.	
2. Monitor: Board Operations	It was agreed that the board is following the policy. It was pointed out that policy changes need to be presented at one board meeting and approved at a second meeting.	
3. Annual Calendar	It was agreed that Financial Monitoring policies will be monitored quarterly along with the financial report submitted by Knobel. Detailed written report not necessary unless issues come up. Director will initial copy of policy to place in board notebook. It was moved and seconded (Hillis/Shapiro) to accept the stated changes to the calendar.	New calendars will be printed out and put in board folders that reflect financial monitoring reports.
Board-Library Director Linkage		
1. Monitor: Delegation to the Library Director	It was moved and seconded to accept the report (Hillis/Shapiro). Motion carried. Stovall asked about bids for the website since Compensation and Benefits states that anything more than \$500 requires bids. Board agreed that the amount seemed low.	Beesley will get two more bids for website and check with SDAO on open bid requirements.
2. Financial Policies	Covered with board calendar	
	Shapiro presented library comparison charts for board review. Five libraries will be chosen and agreed upon by board for comparison purposes. Raw data is included at end. Budget. It was explained that funds will not need to be transferred unless overall amount is exceeded.	Board will review Shapiro report and choose libraries for comparison purposes. Beesley will ask Knobel to send an explanation of last section of monthly budget report to board members.

Q&A		
New movie theater	The new movie theater to be built in Madras was discussed in terms of its impact on the library Friday night movie. It was generally agreed that this would be reviewed after the new theater has been in business for one year. Shapiro suggested partnering with new theater to show films. Hillis recommended having projection equipment at library for programs that may need it even if Friday night films are eliminated. Goodman pointed out that "Chick Flick" had over 30 in attendance.	No action
Agenda building		all
Task Force report in April		
Q&A - before or after meeting?		
Review Logos		
Website update		

Library comparisons		
Compensation & benefit bid limit		
Page 4 of financials (Profit & Loss vs. Actual)		
Preliminary 2010-2011 budget	Times & dates of budget meetings to be set.	
Adjournment	Stovall adjourned the meeting at 4:02 PM	

Feb. 20 Rotary Cherry Tree 6 PM
 March 18 Chautauqua 7 PM
 March 25, 26 PLA in Portland
 April 16, 17 Community Read

Respectfully submitted
 Sally Beesley
 Library Director

Director's Report
 February, 2010

Task Force Update

The library task force met on January 13 and further discussed the four gap statements. The area that we focused on the most in January was the computer area (gap statement #2): Goodman, Hall, Hryciw, and Marrero teamed up to rearrange the computer area. Space was created for two more public computers and new seating areas were also created. New shelf was built to accommodate another self check out. Touch screen and scanners ordered for self check out and catalog computer. Two more computers will also be added that can be used as catalog computers or "quickie" internet access for those who only need ten minutes or less.

Another plus of this rearrangement is it created a seating area right next to the teen collection effectively creating a teen space, albeit small. It is also right next to the computers and tables that teens use frequently. Goodman is experimenting with different magazine displays on the small coffee table in the area to define it as a youth space.

Website update

Hopefully all of you have seen the new DPLS website and taken a look at some of the logo information I sent. After studying the budget, I'm confident that we can afford to have Chachka redesign our website and logo. I have contacted them to let them know we are ready to proceed and have sent them board in put on the logo.

Donations

There were no donations in January.

Grants

Energy Trust of Oregon. I'm working with Culver Electric on an Energy Trust grant that will replace all our light fixtures with more efficient ones. I'll keep you updated on the results.
 Gates. We are close to adding two more public computers as mentioned above. Most of the hardware has been purchased. There are still funds available for future replacement of public computers and no deadline that it has to be spent any certain date.
 Rotary. I've been busy getting donations for the Cherry Tree Auction and selling tickets for the banquet. So far I've been able to get 5 donations and have sold 4 tickets.

Programs and Promotion

There was an article in the paper promoting our new family game day on the second Saturday of the month as well as the weekly articles. We also posted and passed out lots of flyers about the Writer's Workshop on Jan. 30 which 11 people attended. Everyone enjoyed it. The writers program was brought to us by Libraries of Eastern Oregon.

We've also been helping to promote Madras Centennial activities, the cake contest, and the writing contest. I also represented the library at the Chamber of Commerce After Hours at Mi Casa. Great food! The Community Read is meeting more regularly now and we're very pleased with how things are coming together this year. There are some great programs planned and we have copies of the book available for check out and sale at the library. This year's book is "Hannah's Dream." Goodman is going to try a Second Saturday Game Day since the Saturday matinees are not well attended.

Youth Services Report – Patrick Goodman

- Beginning E fiction weed
- Beginning Y fiction weed
- Whole department shelf read
- 'Bugs, Beetles, and other Creepy-crawlies' book display
- 'Wind Turbines' major display
 - o Working, interactive models
 - o Informational fliers
- Created Individual Rights front table display for Martin Luther King Jr. Day
- Beginning President's Day major display
- Student discussion of Schooled for Middle School Book Bowl
- Creation of Second Saturday Game Day
- 'Library Skills' presentations for Special Ed. Middle School classes
- Second Saturday Matinee
- Weekly story time
- Creative writing society
- Photography society
- Art society
- Filmmaking society
- Volunteer training for shelf straightening, shelf reading
- Head Start Seminars for early literacy education in Bend, OR
- Monthly events calendar creation
- Summer Reading Program planning
 - o Two special events already planned

Spanish Services Report – Yirah Marrero

Patrick, Lorene and I went to the RFHF (Reading for Healthy Families) training at the Bend Library on January 7th and 8th. I enjoyed it very much. A lot of valuable information was presented. I have put a few things into practice and have shared a few others with my story time parents.

We were given a complete RFHF Resource kit, which included scripts for 11 parent education sessions, handouts, Instructional DVDs, resource books, story time books, finger puppets and flannel boards!

We have to share all of these early literacy resources with 15 families. Now I have to plan a few Spanish training sessions targeting families with children birth to 5 years old. I am planning the first one sometime during the month of February.

During January I did Outreach and handed out Spanish story time invitations at a few community agencies and Hispanic stores. I also translated two of the letters that Deschutes and Jefferson County libraries sends out to patrons when they have overdue items.

Spanish Story times attendance was good. I did an extra Spanish story time to a group of kids that came to visit us from the Children Learning Center. They were fun and well behaved! ☺