

**District Board Meeting
Budget Hearing
June 8, 2010
3:00 PM**



Minutes

Board attendance: Susan Stovall, Stephen Hillis, Anita Goodwin
Staff attendance: Sally Beesley, Patrick Goodman

| Agenda Item | Discussion/Notes/Directors Report | Responsibility/ Action |
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| 1. Call to order | Stovall called the meeting to order at 3:03 PM | |
| 2. Public Comment | There was no public comment | |
| 3. Approve minutes | 05/11/10 minutes Hillis/Goodwin as amended. Drawer key information will be taken out of minutes and gift discussion will be shortened. 05/10/10 minutes Goodwin/Hillis 05/11/10 budget minutes Hillis/Goodwin All minutes were approved. Minutes could be more succinct including topic, what was discussed, & action to be taken. | |
| 4. Additions to the agenda | SDAO grant added to budget hearing discussion. Agenda with flexibility was accepted (Hillis/Goodwin) | |
| Budget Hearing | | |
| 1.Resolution 10 01 adopting the budget | SDAO grant. JCLD received matching grant from SDAO for college student intern. \$500 added to personnel expenses to cover match. Resolutions were adjusted to reflect this change. It was moved and seconded (Goodwin/Hillis) to adopt resolution 10 01. Motion carried. | Beesley will submit budget documents to Wasco & Jefferson Counties. |
| 2.Resolution 10 04 making budget appropriations | It was moved and seconded (Hillis/Goodwin) to adopt resolution 10 04. Motion carried. | |
| 3.Resolution 10 3 imposing and categorizing taxes | It was moved and seconded (Hillis/Goodwin) to adopt resolution 10 03. Motion carried. | |
| UNFINISHED BUSINESS | | |
| 1. Task force update | Staff will continue to add to or change facility planning report. Final document by staff due by July 13 board meeting. Board will plan work session at July board meeting. Hall, Goodman, and Beesley will encourage staff to contribute. | Beesley will get final staff facility planning report by July 13 board meeting. |
| 2. Website & logo update | Chachka continues to develop website. New logo colors to be presented at next board meeting. Logo chosen has lines. Blue & gold were recommended. Final decision will be made at July board meeting. | Beesley will have Chachka develop new logo in a variety of colors and submit printed version for true color comparisons. Copies will be put in board folders. |
| 3. Emergency Plan | Chain of command section was approved. Website to be added to Policy manual section. | Beesley will see that safety committee prepare |

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| | <p>Safety committee will update and develop emergency plan further. Key numbers to be added to staff list. Emergency plan will be in director office, back office, online, and at one off site location.</p> <p>Short discussion on reports to board. It was suggested that a staff report be submitted along with a director's, YS & SS reports.</p> | <p>emergency plan. Also results for annual safety check.</p> <p>Beesley will add key numbers to emergency plan and location of off site location selected.</p> |
| 4. Organizational chart | <p>Chart developed by Goodman has room for growth. Shows chain of growth that staff can attain to.</p> | <p>Beesley will get copies of chart to board members. Chart with the names of current employees will also be printed out for board.</p> |
| 5. Meeting room policies | <p>It was moved and seconded (Hillis/Goodman) to accept second reading of changes to public meeting room policy.</p> <p>It was suggested that meeting room policy could state that rooms may only be used by recognized groups, not individuals.</p> | <p>Beesley will update policy manual.</p> |
| 6. Library Manager job description | <p>It was agreed to change "complaints" to "concerns according to policies" under essential job functions.</p> <p>It was moved and seconded (Hillis/Goodwin) to accept this as the first reading of the library manager job description. Second reading will be in July.</p> | <p>Beesley will make changes to wording and present at next board meeting.</p> |

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| NEW BUSINESS | | |
| Executive Limitations | | |
| 1. New Board member appointments | <p>It was moved to appoint William Vollmer to library board position 1 (1 year remaining in term) and Katrina Terry to Position 4 (3 years remaining in term) (Hillis/Goodwin). Motion carried.</p> | <p>Beesley will notify county and have county clerk at July board meeting to swear in new board members. Beesley will notify Vollmer and Terry and gather materials for each of them. Letter of acceptance will be written. Stovall and Beesley will work on orientation packet.</p> |
| 2. Monitor: Collection Development | <p>It was recommended that staff be familiar with collection development policy and aware of updates. They should review to be sure all is up to date.</p> | <p>Beesley will have staff review policy for possible recommendations to the board.</p> |
| Governance | | |
| 1. Director's report | <p>Director's report was reviewed.</p> | |
| 2. Global Governance Commitment | <p>It was agreed that the board is in compliance</p> | |

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| 3. Board training | It was agreed board training would occur after new director and board members are in place. Possibly October. Stovall and Beesley will work together on advertisement for new director. | Beesley will contact Margot Helphand to update on status of training. Stovall and Beesley will prepare advertising for new director by June 18. |
| 4. Online Visa payments, utilities | It was agreed that online payments for Visa and utilities can be made. Board check signers will initial and sign off on electronic payments. | Beesley will let book keepers know of Board decision and implement electronic payments. |

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| Executive Session | Stovall moved into executive session according to ORS 192.620 at 4:29PM. No action was taken. The meeting was moved back into regular session at 4:40 PM. It was moved and seconded (Hillis/Goodwin) to extend the Director's contract through September and then extended on a month to month basis until a new director be put in place. Motion carried. Advertisement will state Masters Degree in Library Science preferred. | Stovall and Beesley will create letter of agreement stating that current contract will be extended through September and then month by month. All current board members will sign it. |
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| Q&A | There was no question and answer discussion | |
| Agenda building | Facility Planning task force update New board member swearing in Second reading of Library Manager Job Staff in put on Collection Development policy Director search Board training (board consult personal calendars) Logo color choice Letter of memorandum/agreement Elect board officers | Beesley will check with Hryciw on email promotion of movies. |
| Adjournment | Stovall adjourned the meeting at 4:48PM | |

*Respectfully Submitted,
Sally Beesley*

Director's Report
June, 2010

Warm Springs. The Warm Springs Community Library has a new librarian, Craig Graham, whom I'm very impressed with. He is eager to work with us to get their library up and running again. I met with him and Julie Quaid and went over the catalog software we helped them purchase, left a copy of our policies and procedures for them to use in developing their own, and went over other library issues with him.

Rotary. I met with Rotary scholarship applicants and helped the scholarship committee pick recipients for this year.

Programs. The program on women photographers in early Oregon was very good and 22 people attended. There were also three movies.

Promotion. I attended the Chamber of Commerce Afterhours at the airport in the new hanger.

Office Clean up. DeRese helped me clear out and clean up my office one afternoon, moving many old records over to the Annex.

Budget. All the necessary budget documents and notices were prepared and posted as needed.

Short report this month. I took a one week vacation starting May 22 and returned to work June 1, which meant there were 8 days to tie up everything from the May board meeting and prepare all the documents for the June board meeting plus do the above items.

Donations. Joan McDonald donated a Powell's gift certificate that had belonged to a deceased friend. An "In memory of..." Plaque will be placed in books purchased with these funds.

Stephen and Sharon Hillis donated in memory of Bill Hill.

Youth Services Report

- Received confirmation of acceptance for \$1400 from Libri Foundation grant
- Created new Volunteer system
- J, J non-fiction, Y, YG Spanish E shelf read
- Wrote Off the Shelf asking the community for more volunteers
- Shelf dusting
- New vehicles display
- Bi-weekly subject face-out (May: The human body, drawing)
- Book Bowl activities and book talk creation
- - Work sheets
- Second Saturday Games Day
- Weekly story-time
- Summer Reading Program planning
- - all ordering completed, dates scheduled
- - advertising begun
- -- Created 2010 leaflet
- -- Created 2010 poster
- Monthly events calendar creation
- Class visit from local schools for Library Skills program
- Two class visits to teen parents at MHS for Early Literacy Skills
- Finished color coded book areas
- Volunteer training