

District Board Meeting
May 11, 2010
3:00 PM



Minutes

The meeting location is assessable to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Library Director at (541) 475-3351.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	3:10	Stovall
2. Public Comment		
3. Approve minutes	04/13/10, 4/27/10, and re-approve 03/9/10 minutes; Hillis moved to approve minutes from 3/9/10, 4/13/10, and 4/27/10 with amendments. (p. 4 of April 13 th minutes question should be 22 and 24 in general operational policies remove board p. 9 #5) Goodwin seconded. Motion carried.	Board
4. Additions to the agenda	Include Melissa under "governance" #2 (gift line) Priorities for 2010 & 2011 under governance	All
UNFINISHED BUSINESS		
1. Task force update	Need to digest all the info Melissa presented yesterday at work session and to set another date to look through it all as a board together as soon as we have the new board members are in place.	The board members will familiarize themselves with the information from Melissa and new members will be provided with the information to review, whereupon the board will set a meeting date.
2. Website & logo update	The middle logo on the right on the sheet of 5 logos was everyone's favorite, not necessarily in those colors. Regarding the new website, Darcy Hanning taught Marerro, Hryciw, Grutzmacher (Chachka) and Beesley how to navigate the webpage.	The logo choice will be presented to Tamara from Chachka at next meeting. She'll be asked for color recommendations to go with the design.
3. Emergency Plan	It was requested that the emergency plan should have an offsite location in case of emergency, Beesley pointed out that all files	Beesley will add to #6 that all records are kept at Deschutes Public

	<p>are available through Millennium. The T-1 line between JCLD and DPLS can be accessed through any computer.</p> <p>Regarding bank accounts and signers, the attorney's name is needed there.</p> <p>There was discussion of the location of signed legal agreements, warranties, and deeds and whether it is currently filed at the attorney's or with the county.</p> <p>It was noted that, in case of fire, the Fire Department has a key box and that the key is updated.</p> <p>It was suggested that an insurance contact should be included in the plan.</p> <p>There was a request for the prioritization of the steps for the emergency plan. There should be a definite chain of command, where each person knows his/her responsibility.</p> <p>The board noted that they were pleased with the document.</p>	<p>Library on line.</p> <p>Beesley will add attorney's name to the bank accounts and signers information.</p> <p>Beesley will prioritize steps for emergency plan.</p>
<p>4. Bid requirements</p>	<p>Purchasing Policies pg 5,6, Board Gov. pg 9 #5</p> <p>Nothing is changed. A public bid is open to all. For a competitive bid, three people are asked for bids and no public announcement is made. It was decided that requiring a competitive bid for expenditures exceeding \$500 should remain the rule. In fact, competitive bids are usually sought even for lesser expenditures except in urgent cases.</p>	
<p>5. Meeting room policies</p>	<p>Use by political and religious groups, Pgs 22-24 in General Operations, board pg 9 #5</p> <p>Goodman was concerned that having an open policy to political and religious groups using a taxing district facility could lead to difficulties.</p> <p>Stovall presented the Library Bill of Rights, which states that groups will be allowed meeting room use without discrimination.</p> <p>While noting that he had a conflict of interest</p>	<p>Sally will combine the wording and send out new copies. The board will look at the meeting room policy next month.</p>

	<p>as co-chair of democratic meetings, Hillis noted that at Madras High School, a group rented the gym for religious services until it found its own church building.</p> <p>Board discussion favored open non-discriminatory use over use restricting political and religious groups. It was noted that the library must be dutiful to offer the facilities to all religions and political groups equally, regardless of potential extreme or discriminatory views on the part of the meeting room users.</p> <p>Hillis moved that the Library Bill of Rights statement be added to page 9, paragraph 3 of the public meeting room policy. Goodwin seconded. Motion carried.</p>	<p>Beesley will add statement to meeting room policy.</p>
<p>6. Proposed Budget</p>	<p>This was the final review before budget meeting.</p> <p>The question was posed whether there was need for more money for board training & board expenses, and it was noted that \$12,000 is in place for such use under strategic planning if the money is needed.</p> <p>Two changes were made: On the last page, we budgeted to transfer from general funds to building and improvement funds. Knobel recommended \$20,000 plus contingency fund amount allowing the transfer of \$50,000 yearly for building fund.</p> <p>It was noted that the library is a zero money institution, which has to start the year at a zero balance and end at a zero balance. Any left over money goes into the fund balance. Library accounts managed by Deena Goss.</p> <p>Hollywood Video is closing. Sally contacted the store and said that the library would like to purchase DVDs from them.</p>	
<p>7. Library Manager job description</p>	<p>Changes were made by Beesley as requested by the board. If the library manager is to conduct library evaluations of the aides who work at circulation desk, the library manager will need to fully understand and be trained in district policies. The director would need</p>	<p>Beesley will reword the job description to include that the library manager needs to have a complete understanding of</p>

	<p>to provide the library manager with access to the personnel files.</p> <p>There was discussion of the chain of command in its current form and a proposed reworking of the chain of command presented by Goodman, who also provided a chart illustrating the proposed changes. In this new hierarchal model, the manager would work directly under the library director, be of equal status as the youth services director and the Spanish services director. Under the new model, the manager would ascend to the director's role for the interim should the director be unavailable to perform her duties.</p> <p>This needs further discussion as it impacts the library's budget, strategic planning, and salary schedule.</p>	<p>district policies.</p>
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NEW BUSINESS		
Executive Limitations		
1. New Board member appointments	<p>There has been one letter of interest so far. Hillis moved that the board accept the nominee's letter of request to serve on the board. Position will remain open. Goodwin seconded A deadline was set for Friday, May 21, 2010</p>	
2. Monitor: Treatment of Staff	The report was Approved.	
Governance		
1. Director's report	<p>Hryciw modified the patron library card application form to include a space where new patrons can request to have their e-mail added to the library's movie and events mailings list.</p> <p>Goodman mentioned that he would like to move story-times to annex if the attendance is over 15. (There had been 50 at the last story-time before his vacation.)</p> <p>Goodman reported that he and Hall are revamping the library volunteer system: delineating duties, training, assigning jobs, rotating all volunteers through all the jobs so that nothing backs up. Jobs include, shelving, dusting, removing books from shelves to clean and flip shelves, shelf straightening.</p>	

	<p>Volunteers will record where they left off in their duties.</p> <p>Forman reported on presenting story-times and giving away free books to children and families at Sahalee Park during the Week of the Young Child event in April.</p> <p>Forman also reported on her presentation in early May at the Migrant Families Annual Dinner and Meeting on the importance of parents reading to their young children, ages birth through 5. (This information was provided by the Reading for Healthy Families training sessions attended by Forman, Goodman, and Marerro in January and April.) At the Migrant families meeting, Forman also presented stories, performed music, and gave away free picture and board books in Spanish to all of the migrant children.</p> <p>Lastly, Forman reported on arranging for a medieval reenactment and instructional presentation by members of the Society for Creative Anachronism. The SCA performers presented at both classrooms at the Black Butte School in Camp Sherman, where the children have been studying the middle ages as an integrated skills unit. The SCA performance was very enthusiastically received.</p>	
2. gift for Leslie & Melissa	<p>Gifts for former board members Weigand and Shapiro were discussed.</p> <p>Hillis moved that the board give a gift certificate and card to Melissa and a card to Leslie, taking time to think about Leslie's gift. Goodwin seconded. Motion carried.</p>	Stovall—Purchase cards & gift certificate for outgoing board members.
3. board training	Margo Helphand and Mick Knobel will meet with new board members when they come on.	Stovall

Q&A		all
Agenda building	<p>Library Manager's job description.</p> <p>Patrick's new staff hierarchy proposal chart.</p> <p>Priorities for 2010-11budget.</p>	all

	Job descriptions. Evaluation process -- By June meeting. Align specific positions with specific steps on salary schedule. Assign aide and assistant various jobs or tasks. Discuss later.	
Adjournment	5:03	Stovall

Board Meeting June 8, 2010

Respectfully submitted,
Lorene Forman
May 20, 2010

DIRECTOR'S REPORT

May 2010

Task force Update. A bound copy of the final draft of the Task Force report has been created. More information on this should be ready by board meeting next week.

Website & logo update. Training for the new website will be on May 5. All staff members that add content to the website, and staff who are interested in learning to edit the website are invited.

Emergency Plan

Beesley worked on an emergency plan that would go into place should anything happen to the director that prevented him/her from performing regular duties. A draft of this plan is included in the board packet.

Bid Requirements

The purchasing policy manual (Purchasing Policies pg 5,6, Board Gov. pg 9 #5) states that purchases over \$500 require 3 bids. The discussion is whether or not this amount is too low. Arguments are the lower the bid requirement amount, the more often bids are required which takes up time creating a hidden cost in staff wages. However, the library really doesn't do that much purchasing of items over \$500 in a year's time.

Meeting room policies

The meeting room policies are being reviewed due to the concern that the meeting rooms are sometimes used for political or religious purposes. There is nothing in the policy that restricts use of meeting rooms for either of these purposes. The meeting room policies and contracts are pages 22-24 of the General Operational Policy Manual and all board members have a copy.

Proposed budget

Thanks to the hard work of the board and budget committee, it looks like our budget is ready to go. There are a few last minute updates

- Correct figures for employee health insurance have been put in. Previous figures were estimates.
- 8619 – this is our cost to DPL. The number was rounded up to \$16,000 to cover a second self check out.
- Correct insurance (8402-8407) figures were entered. Previous figures were estimates.

Other news this month

Programs. Community Read was April 16 and 17. On Friday we had presenters from Chimps Inc and the author, Diane Hammond, visiting classes at the high school all day. They presented information on chimpanzees in captivity, creative writing, and the saga of Keiko the killer whale's journey from Mexico to Iceland. Friday evening was the movie "Urban Elephant" and a presentation by Chimps Inc. Saturday morning 17 people participated in a writer's workshop. The CR committee enjoyed dinner at Geno's with author Diane Hammond Saturday evening before the main presentation. The presentation on Keiko and the writing of "Hannah's Dream" was great. We were disappointed that only 380 people attended the events this year. That is about half compared to last year.

In honor of National Library Week, we had a drawing. Everyone who checked out an item from the library got to enter the drawing. We gave away two copies of Diane Hammond's newest book "Seeing Stars" and two

copies of a picture book. The names were drawn at the writer's workshop and Hammond autographed the two copies of her book for the winners.

Annex Improvements. We now have hot water in the Annex restrooms. The building was also re-keyed and the west side door can now be opened from the outside.

Youth Services Report:

- J, J non-fiction, Y, YG Spanish E shelf read
- Created new Parents section
- Organized library participation in Healthy Start's Week of the Young Child program at Sahalee Park
- Organized library participation in Warm Spring's Week of the Young Child program at ECE.
- Donated YA books to the high school library
- Shelf dusting
- New cooking display
- New bi-weekly subject face-out (April: High school musicals, skateboarding)
- 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
- Monthly events calendar creation
- Two grant proposals sent out
- One class visit from local schools for Library Skills program
- Attended Central Oregon School Librarians conference
- Attended Reading for Healthy Families program sponsored by the Oregon State Library
- Color coded book areas
- Created new volunteer duties schedule

Patrick received a very nice thank you note from the high school:

Patrick,

The response to all of our new books that you graciously donated has been HUGE!!!! We got them all covered and cataloged and are putting out as many as we have room for. Students and teachers alike are quite excited! Thank you SO much! I think it is a really good sign that so many students have noticed – I believe we may be getting a few more readers on board!!!! Yay! Thanks again and take care.

Catherine Seargent HS Librarian

Spanish Services Report March/April 2010

The Spanish Early Literacy classes were a hit, thanks to the RFHF training we went to in Bend. We did three parent training sessions in the annex on Early Literacy Skills (Print Motivation, Vocabulary, Print Awareness, Narrative Skills, etc.). We had some goodies and gifts incentives for the children.

The parents were very involved in the discussions and mentioned how much they learned from the information that was presented. A few of them had put into practice what was recommended in the training and were very surprised and happy with the results.

Eleven new library cards were issued after these sessions.

The month of March was very LoCo!. Yes, we did four weeks of "Loco Wednesdays". A lot of time and preparation also went into these programs (Gifts, decorations, dress up, crafts, food, etc.) . But all worth it!.

Parents and kids had a great time. The staff was great as usual. They did not seem to mind dressing up and eating the goodies ;).

On April 27 & 28, Patrick, Lorene and I went to the second part of the RFHF training session in the Bend Library. It was amazing. Really good information about the developing brain (processes, impacts and actions). Also learned about Media Literacy (T.V., Internet, newspapers, magazines, video games) and how it impacts and influences children.

After these two wonderful RFHF sessions now our goal is to sustain these Early Literacy parent activities in our community for the next five years.