

**District Board Meeting
October 13, 2009
3:00 PM**



Minutes

Board; Leslie Weigand, Stephen Hillis, Anita Goodwin. Susan Stovall and Melissa Shapiro.

Staff: Sally Beesley, Patrick Goodman.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	Weigand called the meeting to order at 3:04 PM.	
2. Public Comment	There was no public comment	
3. Approve minutes 09/08/09	The minutes were approved as amended. Stovall/Hillis. It was clarified that the board had received updated page for policy manual regarding appointing board members. More detail in minutes follow up column was requested. Minutes should be specific, not vague. Follow up should be clear. It was clarified that the Q & A section of the agenda was for new board members to ask questions. It is also for all board members opportunity to bring up questions or topics that may not be on the agenda.	Goodman and Beesley will write up specific minutes and detailed follow up.
4. Additions to the agenda	Add "quarterly" to financial review. Q & A moved to end of agenda. Project Action Plans were moved to the Executive Session.	Beesley will move Q & A to end of all future agendas. Quarterly financial review will be removed from Agenda building.
5. Board photo shoot	Photo was taken of the board to be published on the library website.	Beesley will update board picture on website.
UNFINISHED BUSINESS		
Follow Up		
1. Review of Project Action Plans & update on progress:	Moved to the Executive Session. It was clarified that the only Project Action plans to be presented to the board were the ones referred to in the Performance Improvement document. It was also clarified that a Project Action Plan is a document to help keep track of projects .	Beesley will send the 4 Project Action Plans to all Board members. Stovall will provide most recent version of 60 Day Plan of Action for Performance Improvement/Expectations and original document from DPLS.

NEW BUSINESS		
Executive Limitations		
1. Quarterly Financial Review	The expenses in building maintenance were for a new furnace. All items looked acceptable. It was moved and seconded (Hillis/Stovall) to accept the Quarterly Financial Review. Motion carried. Beesley reported that statements from Wasco and Jefferson Counties had been received.	
Governance		
1. Director's report	New pages of personnel manual regarding holidays were given to board members. It was clarified that voice mail service had been disconnected. New technology will require replacing current phone system. More staff at the front desk would be helpful to staff who are interrupted to help at the desk. Important for next year's budgeting.	Beesley will put new phone system in budget folder for next year.
2. Monitor: Board Governance: Chair/Vice Chair rolls	It was agreed that the board is in compliance with this policy.	
3. Plan Facilities work session	It was generally agreed that forming a staff task force to work on facilities planning would be the best next steps. It was also reported that total library square footage including annex is 11,466 sq ft.	Beesley will form staff task force group and report in director's report on meetings or planned meetings.
Board Library Director Linkage		
1. Linkage Policy-Monitoring Library Director Performance	It was moved and seconded to accept monitoring report (Hillis/Shapiro). Motion carried.	
Results Policies		
1. Results Policies monitoring report final	It was agreed that next year's report will compare with libraries that have more similarities to JCLD than the ones used this year. More data supporting conclusions should be used in next year's report. It was also suggested that items added to the collection be divided up between books, videos, audios, etc., to support that the collection is being kept relevant. It was noted that circulation in the Young Adult collection went up 45% due to extensive weeding. This shows how we made the collection more reliable. It was decided to edit the Results Policy and talk about the logo in the next work session. It was moved and seconded to accept the Results Policy Monitoring report. (Hillis/Stovall) Motion carried.	Shapiro will create list of supporting data and information that can be used in next year's report and go over this with Beesley. Shapiro and Beesley will rework/evaluate Results Policies so they are measureable and present at work session.

Executive Session ORS 192.620	The board moved into Executive Session at 4:53 PM to discuss the library director contract. Meeting moved back into regular session at 5:15 PM. It was moved and seconded to accept the Library Director contract. (Hillis/Stovall)	
1. Director contract		
Q& A	<p>Weigand asked why there was no Central Oregon Regional Library Conference this year. Beesley explained that Deschutes Public Library, who always hosted it, decided not to hold one this year. Demands on DPL staff time and change of director were possible explanations for the cancellation.</p> <p>It was decided to have the Auditor come to the board meeting and present the audit.</p> <p>Goodman expressed his concern for the use of a collection agency for overdue accounts. It was explained that the collection agency was a requirement from Deschutes Library as are many of the circulation policies. The collection agency the library uses works only with libraries and works towards maintaining good relationships with patrons. The consequence of not resolving library account issues may result in a report to the credit bureau, but this is the only ultimate consequence. It was also verified that the 60 Day Plan of Action for Performance Improvement/Expectations that Stovall and Beesley has was current.</p>	<p>Beesley will invite auditor to board meeting after audit completed.</p> <p>Beesley will get copies of overdue notices sent by the library and the collection agency for the board.</p>
Agenda building		
Board Members Code of conduct pg 19		
Task Force Facility Planning update		
Work session date		
Project action Plans		
Collection Agency letters: bilingual		
Adjournment	Weigand adjourned the meeting at 5:30 PM	

*Respectfully submitted,
Sally Beesley
Clerk to the Board*

Jefferson County Library District

Library Director's Report

October 2009

General

I completed the annual state statistical report and finished Results Policy Report. Lorene Forman proof read it for me and was very helpful. I unsuccessfully tried to have voice mail added to our phone system. Although the service is available, the phones we currently have will not support voice mail. I have been working with Cascade Telecommunications to see what our options are. Since this looks like it will be a major investment, we will revisit this next March as a consideration for the 2010-2011 budget.

Programs

There were two programs during September. "Follow Your Bliss" had six in attendance and "Basque Shepherders of Eastern Oregon" had 30. There were also four movies scheduled, one cancelled due to low attendance.

Promotion

I attended weekly Coffee Cuppers, Rotary, and the After Hours at Mid Oregon Credit Union. I also attended the Chamber of Commerce annual members meeting.

Donations

We received \$15 from Narcotics Anonymous, who meet in the annex regularly and often make a donation. The leader of this group is Roberto Garcia.

Facilities Planning

After getting input from many different people - patrons, staff, and board - the point has been made that with some reorganization, the current facility could be better organized to accommodate a teen space and more public computers. Perhaps the reason why we're having such difficulty planning a new facility is because it just isn't time, and it isn't completely necessary. I propose that we form a task group headed up by library staff to come up with a plan to reorganize the interior of the library and annex to better accommodate library services, create a teen space and room for more public computers. The people I recommend to head up this task force are DeRese Hall, Patrick Goodman, and myself. I'd also like to include Melissa Shapiro and Maura Schwartz. These people are recommended because they've all shown great "visionary" abilities with space usage. There may also be some open brainstorming sessions where others are invited, but I'd like these to be my core group. I therefore recommend a two year plan to include the following

- First year, task force will come up with a new floor plan for library and annex. They will also prepare a budget for the renovations and research possible funding sources.
- Second year, Secure funding, start implementation.

I recommend that the board cancel the facilities work session. The board has done its part. It has set the vision and direction for us. If the above recommendation is accepted, there is no reason for the board to hold a facilities work session. I also recommend that the board adopt a ten year plan for a new facility. I believe the community will support the two year and ten year plans and see this as fiscally responsible and a frugal use of their library funds.

Other reasons not to build a new facility at this time include

- Sustainability. A larger facility means higher utilities, higher book budgets, more staff, and higher expenses in most other categories as well. Since our revenue is staying fairly consistent with only minimal increases each year, are we really in a position to take on greater expenses?
- Current economics. Most projections for Jefferson County do not include significant growth or economic improvements in the near future which would increase revenue for the library.

This plan will allow improved services in the near future and also give us time to better plan for a new facility.