

**District Board Meeting
September 8, 2009
3:00 PM**



Minutes

Attendance:

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

Staff: Sally Beesley, Patrick Goodman

| Agenda Item | Discussion/Notes/Directors Report | Responsibility/Action |
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| 1. Call to order | 3:02 PM | |
| 2. Public Comment | none | |
| 3. Approve minutes 8.11.09 | The board states that they would like individual statements and discussion to not be in the minutes. Minutes should be outcome, summary, decisions, and motions. Hillis moves to accept minutes; Goodwin seconds. Motion carries. | Goodman will write more precise minutes |
| 4. Amend March, April, May, and July minutes | Hillis moves to amend past minutes in order to add names of participants; Goodwin seconds. Motion carries. | Beesley will update minutes in board notebook and on website |
| 5. Additions to the agenda | It was agreed to drop director contract from the agenda and add discussion on Masonic lodge property. | All |
| 6. board photo shoot | Board photo moved to later date when all board members are present. | |
| UNFINISHED BUSINESS | | |
| Follow Up | | |
| 1. Review of Project Action Plans & update on progress: | It is stated that all board members be given copies of individual Project Action Plans before next meeting. | Beesley will print out Action Plans for Board members |
| 2. Outreach – mail lib materials to homebound | Copies of policy were printed out for board members and distributed. All Outreach discussions at hand have been resolved, and can now be taken off the agenda of future board meetings | |
| 3. Website | Tabled | |
| 4. Services to Teens | Goodman states that four new teen programs are currently working towards an October launch date. | Goodman will update board when programs are implemented |
| 5. Warm Springs | The Warm Springs book kiosk will continue as planned. | |

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| | Purchasing of books through JCLD for Warm Springs will not be further considered at present. | |
| 6. Grants | Information found in Director's Report. | |

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| NEW BUSINESS | | |
| Executive Limitations | | |
| 1.Board Conference Report | Goodwin reported that the conference was successful in clarifying board duties and responsibilities, with transparency of board actions being highlighted. | |
| Governance | | |
| 1. Director's report | <p>General support is voiced for the current state of the Director's Report.</p> <p>Current questions on Film Committee financial set up will be investigated by Hillis.</p> <p>A debate is had on the necessity for the JCLD auditor to attend October board meeting and give an overview of what was audited for the 2008-2009 fiscal year.</p> <ul style="list-style-type: none"> - It's decided that the board will weigh the needs of having the JCLD auditor come to the next board meeting after reviewing this current year's audit and accompanying report. | <p>Hillis will follow up on Film Committee financial set up.</p> <p>Board members will decide after viewing audit if they want auditor to attend board meeting.</p> |
| 2. Logo | Tabled. To be covered at work session | |
| 3. Written board member appointment policy | <p>Wording of the board member appointment policy is changed. After "Vacancy shall be filled as follows...", the next four (4) lines will be removed. Substituted in their place will be "the director will immediately..."</p> <ul style="list-style-type: none"> - Goodwin moves to accept new wording; Hillis seconds. Motion carries. | Beesley will update board policy manual and make copies for board members. |
| 4. Q&A | Informal discussion on library acquisitions and daily library duties. | |
| 5. Plan Facilities work session | Board decides that all conversations on new facilities must wait for more staff feedbacks, including a gap analysis. Some board members were favorable to the Masonic lodge site, some were not. | Hillis and Beesley will work on Gap statement and facility planning analysis |
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| Board Library Director Linkage | | |
| 1. Global Board-Library Director Linkage monitoring report | Hillis moves to accept Global board-Library Director Linkage monitoring report; Goodwin seconds. Motion carries. | |
| 2. Accountability of the Library Director monitoring report | Hillis moves to accept Accountability of the Library Director monitoring report; Goodwin seconds. Motion carries. | |
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| Results Policies | | |
| 1. Results Policies monitoring report | General agreement that Results Policies Monitoring report draft is good. | |

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| draft | <p>Questions are raised as to why employee and supplies budgets are significantly down from the previous year's report.</p> <ul style="list-style-type: none"> - Employee answer: new Children's Librarian hired for less money than previous Children's Librarian. - Supplies answer: new Children's Librarian did not spend full budget on supplies last fiscal year. - <p>It is noted that there are many socio economic differences in the compared libraries used in the Results Policies reports.</p> <p>Goodman asks if self check-out numbers were included in the Results Policy totals.</p> <ul style="list-style-type: none"> - Answer: Yes, self check-out numbers are believed to be included, but that book renewal numbers were not. | |
| 2. Annex Air Quality Report | <p>Results from inspection by Mountain Air Indoors give the Rodriguez Annex a clean bill of health for mold and particle levels.</p> <p>Goodman reports that the only significant action to help increase circulation and particle build-up would be to have a central air circulation unit with acceptable air purification filters installed due to the building's size and layout.</p> | Inspection results & Goodman's recommendation for air purification filter will be included in Annex facility planning. |
| 3. Board check signers | Goodwin has been added as check signer. All documentation taken care of at bank. | |

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| Agenda building | | |
| Results Monitoring Report | | |
| Quarterly Financial review | | |
| Gap statements | | |
| Project Action Plans | | |
| Director contract & evaluation results. | | |
| Adjournment | Metting is adjourned by Weigand at 4:42 pm. | |
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Jefferson County Library District
Director's Report
September 2009

Unfinished Business

1. Project Action Plans. These continue to be developed or updated as needed.

2. Outreach for Homebound. – A copy of the homebound policy was printed out for board members and distributed as requested. The mail bags have arrived and the new policy is in the policy manual. Staff will work on promotion and procedures at the September staff meeting.
3. Website. The website continues to be edited, corrected and updated as stated in last month's report. We're adding more links to our job hunting page, using the space to draw attention to programs and services the library has to offer.
4. Services to Teens. Update in YS report.
5. Warm Springs.
 - a. Library upgrade. A phone conference was set up for Joe Ford, myself, Julie Quaid, and the two IT people from WS. Only Joe and I called in. WS contacts have not answered our calls or been in contact since the last board meeting. Bottom line, not much progress.
 - b. Circulation station. The grant to install a check out station in WS was renewed for another year. Next steps – create written agreement between JCLD & WS for circulation station. Schedule installation with DPLS IT dept.
6. Grants.
 - a. Gates grant. A follow up survey due in August on the public access computers was completed.
 - b. Electric car grant. US Dept. of Energy announced the winners of the Clean Cities grant funds and our project was not selected.
 - c. Meyer Grant. The Meyer grant to create a check out station in Warm Springs was renewed for another year. Required reports and updates were submitted.

New Business

Annex Air quality. The Safety Committee met and addressed this problem. A firm was hired to run tests on the annex for allergens and mold. We are waiting for the results. Hopefully there will be an update by board meeting.

Board Check Signers. All arrangements were made to make Goodwin a check signer and take Glenn off. Our check signers now are Stovall, Hillis, Goodwin and Beesley. Two signatures on all checks are still required.

Other Projects worked on in August:

Results Policy Report. Much of my free time was spent working on this report and I anticipate that the final draft should be ready by our October board meeting.

Annual Audit. Barb Jasa, Mick Knobel, and I were all busy in August getting things ready for our annual audit. Everything has been turned in. Candi Fronk, our auditor, said she would be willing to come to our October board meeting and review everything with the board.

Programs/Outreach. August was a great month for programs:

- The Million Page Challenge with over 200 participants and we won!
- The Screen on the Green with over 100 people attending. In spite of cool weather, a big success.
- Gardening. This program was co-sponsored with the CHS Garden Center.

- Oregon is Indian Country. Not only did we have a beautiful display in the library for six weeks, the Oregon Historical Society also paid to have a program presented by Rosalind Sampson and Rose M. Charley from Warm Springs on weaving and oral traditions.
- Madras Centennial planning committee. I have joined this committee that is planning and implementing activities for Madras' centennial celebrations.
- Storytimes. Juniper Junction Relief Nursery will be presenting the Tuesday morning storytimes on the first Tuesday of the month. This is a great way for them to reach people that they can assist plus free up time for Goodman. This also adds more volunteers to our roster.
- Adult storytimes at the assisted living centers will start up again this fall. Lorene Forman, the staff member who presents these storytimes was needed during the summer for the Children's Summer Reading Program, so we were unable to do the adult storytimes as well.

Voicemail. I negotiated with Quest to have voicemail added to our services. Hryciw and I are in the process of installing that for myself, Goodman, Hall, May, Marrero, and Hryciw.

Staff training. The staff has been busy with a variety of training sessions. A presenter from the Census gave a presentation at staff meeting so we can all be informed should the public have questions, need information, or want to become a census taker. The state library will be replacing EBSCO Host with Gale database and there have been webinars for the staff to watch so they will be familiar with this new database and able to help patrons who want to use it. Hall and May also attended Millennial training in Bend.

Donations. It was pointed out this month that the thank you notes that were being sent out for donations did not include the amount that was donated. To accommodate our donors when reporting for tax purposes, the thank you note template was changed to include the amount that was donated. Here's the list of donors for August. Most of these donations went to the Film Committee:

- Madras Vision Center
- John (Jack?) & Marilyn Watts
- Madras Medical Group
- City of Madras
- The Pioneer
- Madras Bowl
- Cascade East Veterinary Clinic
- Dorothy & Jerry Ramsey
- CHS Garden Center
- Black Bear Diner
- Figaro's
- Hometown Drugs
- Grunner Chevrolet

- Barbara & Tom Manning
- Craig & Leslie Weigand
- Norm Weigand

IT Changes. Dion Hryciw has agreed to take on more of the IT responsibilities in the library so we can have someone onsite when there are computer problems. This has already been a big help. Before, we relied on Jan Bony to come from Prineville when our computers went down which sometimes took a couple of days. Now Hryciw can usually fix things in less than an hour. Since he took over, we've had less computer problems because he checks all the public computers in the morning and makes sure they come up correctly. Hryciw has also been very helpful with patrons on the public computers as well as maintaining our website. We have an IT guy!

Governor's summit. I attended a summit put on by the governor in Salem on August 21 concerning Pandemic H1N1 preparedness. The purpose of the conference was to give out information on planning guidance for communities, schools and child care providers, businesses, and health care providers. Facts on flu vaccine, coping with serious illness, and commonsense steps to take to reduce exposure in the workplace. It was very informative. I have many handouts and more information is available at www.flu.oregon.gov.

Safety Committee Meeting Minutes

8/18/09

Attending: Sally, Lorene, Patricia, Jackie

We discussed the findings from Lorene's query to the Health Dept. concerning mold in the Annex. The person at the Health Dept. didn't seem too concerned about a mold problem until Lorene mentioned that people were starting to have health issues after working in the basement. Lorene gave the Health Dept. person the history of the Annex as far as flooding and finding mold in the basement, and the SMELL. Sally asked that we do some checking and get three bids from mold inspectors in Central Oregon. We can't have a "sick building" and continue to hold public meetings. The building would pose a health hazard. After any lab tests and mold inspections are done, we will know better which direction to proceed with the Annex.

Spanish Services Report

August 2009

August Spanish story-times continued to have high attendance. (This will change starting in September when most of the kids go back to school). But I can't complain because it's been a great summer!

During this month I did a lot of front desk duties. I spent a few hours working on our Scrapbook web pages... I love doing them but they require so much time to make. Also I placed two orders of Spanish children books and processed them. I withdrew quite a few old Spanish magazines. Did lots of shelf reading in the Spanish section and other areas.

On Wednesday the 26th we had a special guest for my Spanish Story-time: Officer Rico. A police officer from the Madras P.D. The kids and parents loved having him in our Storytime! . He answered all the questions we had for him plus he gave great safety tips for the kids, stickers and bracelets. He mentioned that he will be happy to join us again anytime we wanted!. It was a great experience for all of us.

On Friday the 28th we did a "Back to Escuela" party for my Spanish story-time kids in the annex. It was lots of fun! We played games, danced and enjoyed some sweet treats. ☺

Youth Services Report:

August 2009

- E, J, and Y books all received a mini-weed.

- 4 new teen programs (photography, art, writing, and filmmaking) have been developed for the upcoming school-year. I will begin advertising for them in the schools within the first two weeks of school. Launch date will be the first or second week of October.
- With the help of DeRese and Jackie, I have begun to develop a new structure for the J and E non-fiction books. Dewey numbers will be kept on the spines, but popular subjects will be moved to more prominent areas in the library. The same popular subjects will be bulked up, while lesser subjects will either be weeded or phased out, in order to maximize interest and usage of the Children's department's non-fiction.
 - o Initial steps for this overhaul have begun with:
 - J 398.2-398.29 materials (folklore, fairytales, and short stories) have been phased out of non-fiction, and are now placed in J fiction (and E fiction when appropriate)
 - J 800-899 materials (poetry, literature, riddles, and jokes) are currently being phased out of non-fiction, and are now placed in J fiction (and E fiction when appropriate)
- J fiction has been expanded to one more row in each column to accommodate the old non-fiction books that have now been made to fiction.

A new display featuring origami dinosaurs has been created.