

**District Board Meeting
January 12, 2010
3:00 PM**



Minutes

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

Staff attendance: Sally Beesley, Patrick Goodman.

Agenda Item	Discussion/Notes/Directors Report	Responsibility/Action
1. Call to order	Weigand called the meeting to order at 3 PM	
2. Public Comment	There was no public comment	
3. Approve minutes 12/8/09	Stovall/Hillis. Motion carried.	
4. Additions to the agenda	Personnel manual pg 27 #2, website critique	
UNFINISHED BUSINESS		
1. Results Policy Monitoring report	<p>Shapiro presented example Results Policy Report (example included) with charts and wording. All agreed that it was a useful format. Director will use example for 2009-2010 report. Shapiro also presented Results Policy wording.</p> <p>Stovall moves to accept Shapiro's Results Policy wording (as in Shapiro's report) - Goodwin seconds, motion carries</p>	Beesley will have Forman review policy and email new pg. 31 of board Governance Policy Manual if any changes. New pages to be printed when edited version approved. Shapiro will advise Beesley on technical support (charts for Results Policy Report)
2. Communication and Support to the Board monitoring report	Hillis moves to accept Shapiro seconds, motion carries	
3. Task force update	<p>Community assessment list will be gone over at next TFM</p> <p>- create gap statements, and how to fill them</p> <p>New book entitled "Strategic Planning for Results" has been purchased by library. New library service responses were passed out to board members.</p> <p>7 task force meetings are planned. Board report will be written.</p> <p>- goal will be to take CAL, and eventually whittle down the necessary points to roughly 3-4.</p>	Beesley/Shapiro
4. Personnel Policy Manual, page 27 #2	It was moved and seconded (Hillis/Stovall) to accept changes (remove "normal") to Personnel Policy Manual. Motion carried	Beesley will print out new pages for board.

NEW BUSINESS		
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Executive Limitations		
1. Appoint Budget Officer & Committee	It was moved and seconded Weigand/Hillis to appoint Beesley as budget officer, motion carries	
2. Financial Review	<p>Report in director's report. Question on why the collection agency expense rose in the last year. - Beesley states that short amount of time with CA in 2008-2009 made estimating for 2009-2010 difficult. Will have better estimate after full year of expense. Also having CA is requirement from DPL.</p> <p>Hillis moves to accept financial report, Shapiro seconds, motion carries.</p>	Beesley - check on liability insurance cost – why higher than budgeted.
3. Policy-Asset Protection	Stovall moves to accept, Hillis seconds, motion carries	
4. Web page maintenance	<p>Beesley states that Chachka group will re-design website for \$1,900, new host site, on-call, staff training, and possible logo re-design (for \$200-\$500 extra) - staff will maintain website.</p>	<p>Beesley to see if can be paid for it out of this year's budget. Will contact Chachka with results. Board members will email their logo preferences by Monday, January 18.</p>
Governance		
1. Director's report	<p>It was clarified that last year's wage increase was .5%. No step increases were given. Various comparisons with other libraries were made. It was noted that there are many variables when comparing libraries. Projected revenue for 2010-2011 is \$534,800.</p>	Shapiro will select libraries with which to make comparisons.
2. Governance Quality and Costs	<p>It was agreed to review calendar in Feb with Board Operations. Pg 17 & 23. New board members expressed their opinion that new board training was very good. Terminology is sometimes difficult to understand. It was suggested that further board training could be in conjunction with DPL. PLA is at the end of March. Board would like to leave library open, but provide opportunity for as many staff members to go as possible. Discussion of minutes taking. Goodman expressed his desire to be more part of the discussion and not be the minutes taker.</p>	<p>Beesley will put "review calendar" on calendar under February. Weigand will go over governance policy with Goodwin. Beesley will look at other staff members who could take minutes in board meeting.</p>

<p>Q&A</p>	<p>Page 30 of Governance Policy Manual was corrected for board members who did not have correct page. It was stated that the Community Read applies for Cultural Coalition Grants. Art work was suggested as a possibility for grant. Current art work on display is from local artists. It was stated that staff members would like to sit in on board meetings. It was suggested that staff be made welcome to come to board meetings. Differing opinions on whether they should be paid for time spent attending board meeting. There was discussion of board member interaction with volunteers and clarification of speaking as an individual and not speaking for the whole board when serving on committees. Concern for organization of friends should be addressed by staff members. Teen programs and are not well attended yet, but hopefully will improve. More effective promotion options were discussed. Saturday movies also have low attendance.</p>	<p>Beesley will put Financial Policy Monitoring report on calendar along with Financial review.</p> <p>Shapiro will let staff know that they are welcome to attend board meetings.</p> <p>Beesley will help staff members schedule attendance at board meetings.</p>
	<p>Under Calendar: monitoring report pg 5-6</p>	<p>Beesley will create quarterly financial report</p>
<p>Agenda building</p>		
<p>Annual Calendar</p>		
<p>Monitor: Linkage Policy-Delegation to the Library Director</p>		
<p>Monitor: Ex Limitations Policy-Compensation and Benefits</p>		
<p>Monitor: Board Governance: Board Operations</p>		
<p>Adjournment</p>	<p>5:10 PM</p>	<p>Weigand</p>

Jan. 30	Writers' Workshop	1 PM
Feb. 9	Board Meeting	3 PM
Feb. 5&6	SDAO conference	
Feb. 20	Rotary Cherry Tree	6 PM
Mar. 25, 26	Public Library Ass. Conference	

Director's Report January 2010

Facilities Planning

The task force committee met on December 15 and will meet again on January 13. We will be reviewing our findings on signage, progress on weeding at the 01/13 meeting. We are also working on adding more public computers, and continuing our discussion about the storytelling area. Detailed minutes are at the end of this report.

The furnace in the annex is being replaced as I write this. I should have an update by the board meeting. Bob Starkel is refinishing our public tables that have been scratched & marked up over the years. He has finished one and it looks beautiful!

Programs

- Telescope clinic co-sponsored with the local astronomy club.

- 2 movies sponsored by the Film Committee
- 65 children's programs and story times
- 5 teen programs
- Total program attendance for December: 1117

Budget and finances

Quarterly financial report. I'm sure most of you are looking at this with 2010-2011 budget planning in mind. As has been stated, there are a couple of areas over that we'll need to budget for next year. I was disappointed that our insurance is over by 12%. I really thought we had that one nailed down. I'll go over this with Western Insurance to find out how this happened. Fortunately, this isn't a large part of our budget. The audit was a bit higher than expected as well. As you might recall, we were told that a full audit wouldn't be necessary. However, when the audit began, they said "That's *next* year." So I don't anticipate having to budget more for that. Overall, expenses to income looks good, and I anticipate that the fiscal year will end close to what we budgeted, even with the new furnace for the annex and the higher insurance payments.

All budget committee members from last year agreed to serve on the budget committee again this year. I looked at the state statistical reports to see what percentage of budgets go towards personnel expenses. They range from 0% for two libraries (Yachats & Fossil) that only have volunteers, to other libraries that budget over 80% for personnel expenses. The state average is 66%.

As you can see, personnel expenses in Oregon libraries are all over the place. That is because there are so many variables. For example, if a library gets a large grant, that will make the personnel expenses a smaller percentage of the overall budget since grants rarely cover that kind of expense. Some libraries are part of a city or county government and don't have to budget for utilities or maintenance because that's part of the city or county budget, so their personnel expenses will probably be a much higher percent of the library's overall budget. Some libraries offer very competitive salaries to attract highly qualified librarians, others like to keep personnel expenses at a minimum.

So here's our history (thanks to Mick Knobel for the following):
 If you take personnel services and divide it by budgeted revenue for the past 4 budgeted years, you get the following percentages:

FYE 6/30/07	28.28%
FYE 6/30/08	32.80%
FYE 6/30/09	29.99%
FYE 6/30/10	29.19%

Now, because we don't always have the same amount of grants, beginning fund balance and grants typically have no impact on the personnel services line, I took anything that wasn't "real income" out of it. That means no beginning fund balance, no grant revenue.

If you then do a percentage, you get:

FYE 6/30/07	58.26%
FYE 6/30/08	58.24%
FYE 6/30/09	59.19%
FYE 6/30/10	55.34%

These numbers really do portray whether library salaries are going up or down based off a percentage of library revenue. In every year but 6/30/2010 we kept salaries consistent with the increases in revenue. In the current fiscal year, we didn't give much in the way of raises because of concerns with the economy.

Library News

Jerome and I put lights on the Story telling van and drove it in the Christmas lights parade Dec. 3. Lorene and her daughter walked along side and handed out JCLD pencils to the crowd. We waived at everyone and had a great time.

Jackie May received training and is now one of the librarians in the state answering inquiries for L-Net, the online reference service. We're very excited to be participating in this and Jackie is doing a great job. The carpets in the library were cleaned by Busy Bee and they gave us a bid to come regularly and clean them. We will be considering their bid as we put together our budget for 2010-2011.

We had Food for Fines again this year and many of our patrons took the opportunity to pay off their fines by donating food. All the food was given to the local food bank.

The catalog software has been purchased for the Warm Springs library. This is being paid for by an IMLS grant given to Warm Springs. We are acting as consultant in helping them get this going. Joe Ford has also been working with us to implement this for WS. For the circulation station project, I have submitted a contract for the tribe to sign. As soon as that is signed and returned, Deschutes Public Library is ready to do the installation.

Grants. Rotary has chosen the library as one of its two Cherry Tree recipients this year. \$750 will go to the Community Read and \$2000 will go to matching the Gates computer grant. I'm sure that any donations from the board for the auction would be appreciated. Also consider attending the banquet itself. Rotary is asking those who would like to contribute but can't attend the dinner and auction to make a donation instead of purchasing a ticket and not attending.

Donations

- AA donated \$300 as a thank you for use of the annex for their meetings.
- Kelly and Rosemary McGreer in honor of David & Vickie Cole for the purchase of a children's book.

Spanish Services Report

Yirah Marrero

On Dec. 16th I did a Spanish story-time for 22 kids from the Children's Learning Center that came for a tour and activities with Patrick. One of the teachers will be contacting me to make arrangements for future Spanish story-times at the Center.

During the month of December we decided to start counting Spanish books that were used in the library but not checked out. The reason is that after observing and talking to some of our Latino patrons we realized how many come to the library to use our materials but are afraid of taking them home because of the probability of getting damaged or lost.

So for now we will be counting those books that are getting used before shelving them and jotting down the total under the "Please return" log on the front counter. As of today the total is 130 books.

Youth Services Report

Patrick Goodman

- J non-fiction weed
- J non-fiction shelf shift
- Whole department shelf read
- 'How to Draw' book display
- 'Pirates' visual display
- 'Forest in the Winter Origami' window display
- Student discussion of Alabama Moon for Middle School Book Bowl
- Holiday special program (Santa, movie, and snacks)
- Two special 'Library Skills' presentations for CLC kindergarten classes
- Second Saturday Matinee
- Weekly story time
- Creative writing society – teen
- Photography society – teen
- Art society – teen
- Filmmaking society – teen
- Volunteer training for shelf straightening, shelf reading

- Welcome Baby presentation
- Monthly events calendar creation
- Two new JCLD bookmarks
- Live frogs in 10 gallon aquarium
- Beginning phases of Summer Reading Program planning
- New activities (puzzles) for patrons in the Early Childhood section
- Snow removal

Facility Planning Meeting Three

The staff agreed to tackle 4 of the following gaps

Each of these gaps can now be focused on to find better utilization strategies. What are some basic ways that space and facilities can be maximized?

1. Weeding
2. Rearrangement of Furniture, Table, Equipment etc.
3. Rearrangement of Collections

1. Signage

a. Concerns that made this a priority were:

- ☐ It was agreed that general area signage is needed.
- ☐ That current signage on aisles have too small of print.-This item is for Future Planning
- ☐ The areas lack consistency of signage.
- ☐ The areas on top of aisles are cluttered and this detracts from signage.

The remedies planned or completed are?

1. Dion and Sally agreed to further research sign options.
2. The staff is finalizing what areas to sign and how they should be displayed.
3. Further development of what signage is appropriate for future building will be made into a gap statement for the final recommendations to the board.

2. Better Computer Access

- ☐ It was agreed at least one more computer for patrons is needed and removal or moving maps to create an area for new computer was discussed

The remedies planned or completed are?

1. Sally and Dion have found a way to piece together another patron computer that will be placed outside Sally's office.
2. Patricia raised the issue of the need for additional Self- Check out. Sally concurred saying Self-Checkout has surged to 50%.
3. The issue was of placement of Self-Checkout at front desk. Issues with the desk being used currently for processing and displays were raised as a concern. The area along the computer area is currently empty of materials and may be suitable for this purpose.
4. Movement of search computers to front desk to allow for patron training was raised

Further discussion and decisions on this priority is needed

3. More Refined Story time Space

- ☐ There was discussion on removing steps or moving them
- ☐ There was the possibility of using Patrick's office for a space
- ☐ There was discussion about the placement of computer area within children's as a problem.

The remedies planned or completed are?

1. The staff decided to keep step for story time but moving area is still being considered.
2. Further discussion on computer area and youth collection space is needed .
3. Further agreement on what this priority's goal is will need to be developed.
 - a. Is more space for the collection a priority?
 - b. Is a new space for story time the priority?
 - c. Is there a way that one can be a process by which the other can be achieved?

CD/DVD collection

- ☐ There was concern over placement of collection
- ☐ Discussion on weeding of VHS
- ☐ Possible combining of Audiobooks, CD and DVD was discussed

The remedies planned or completed are?

✓ The audiobook collection was moved and organized into one space with signage and better access for patrons. This task is complete but further weeding of the cassette audiobooks will continue as new audiobooks are purchased. Great Job DeRese and team!

1. CD/VHS/DVD area is still being discussed weeding of VHS will take time and will occur more rapidly after the budget for the DVD is allocated to replace them.

2. The location to house these is still being discussed.

Meeting Three Task Summary :

✓ Tasks completed- Audio Books

❖ Tasks started-Weeding, computer found for patron use.

Tasks in Current Facilities to work on for the next meeting:

1. Complete signage research and decide on what areas to sign.
2. Complete installation of new patron computer
3. Plan for more Self- Checkout computers Either at desk or by computer area
4. Decide on computer area layout to maximize space
5. Decide on front desk usage to maximize function
6. Decide the real priority of youth and story area
7. Decide on placement of CD/DVD/VHS

Facilities Meeting- Future Planning

Identifying Possibilities for the Future Space using what we know about the current one.

Tasks to work on for next meeting

1. Verify State recommendations for square footage for current and future population
2. Figure out current use of square footage by collection by category-adult fiction, reference, etc
3. Create Staff estimates of how much more space each of those categories need in the future space.
4. To help determine what goes in 'Extra" space in future building each member will create a list of 10 priorities from the community assessment list for the next meeting. In the next meeting we will whittle your lists down to a final list. These will then become gap statements for the board