Board Meeting Minutes
January 13, 2009
Rodriguez Annex

ATTENDEES
Board Members Present: Cathy Luther, Stephen Hillis, Susan Stovall, Marie Glenn, and Leslie Weigand.

Staff member: Sally Beesley, Director, Patricia Smith (attended briefly at beginning of meeting)

Visitors: Chris Walston

CALL TO ORDER
Luther called the meeting to order at 4:37 PM.

MINUTES AND AGENDA
The minutes from the December 9 regular board meeting were accepted as amended. (Hillis/Stovall).

PUBLIC COMMENT
Patricia Smith came forward to discuss personnel issues. It was decided to address that in an executive session. It was decided to add the executive session to the agenda.

FINANCIAL REVIEW
Most line items are within acceptable numbers. Stovall expressed her concern that outreach monies were not being spent. It was suggested that outreach be discussed with staff members to find effective ways to use outreach.
It was moved and seconded to accept budget report (Hillis/Glenn)

PRESENTATIONS
Flood Insurance Chris Walston from Western Insurance was present to follow up on flood insurance options as agreed in December Board meeting. She confirmed that the library is in a flood zone that carries $500,000 deductible. Recommendation was to not purchase this. Flood insurance could be purchased through FEMA which would cost $3941 per year.

Increasing the coverage for library content cost $594 per year, dropping flood insurance saved $406. It was agreed to reject the FEMA flood insurance coverage.
More liability insurance is now available. SDAO made this available after OHSU was successfully sued. It was believed before that tort laws would protect Districts, but the OHSU vs. Clark lawsuit proved this wrong. The probability of this kind of lawsuit happening to a library appears to be very remote. It was agreed not to purchase the extra liability insurance.

It was moved a seconded (Hillis/Stovall) to not include flood insurance and maintain $5,000,000 liability. Motion carried.

It was decided that Stovall would contact logo expert to give a presentation on logos, and why ours isn’t good.

**Executive Session**
Board went into executive session for the purpose of discussing personnel according to OR 192.620 at 4:55 PM. Board came out of Executive Session at 5:15 PM. No action was taken.

**EXECUTIVE LIMITATIONS**

**Appointment of Budget officer.** It was moved and seconded (Weigand/Hillis) to appoint Sally Beesley as Budget officer.

**Preliminary Budget Document.** The preliminary budget was discussed briefly. Personnel numbers have not been changed yet. Changes from last year are on right side. Vehicle maintenance was increased. Legal may be increased. Board would like to discuss increases for accounting services. Weigand would like breakdown of personnel services to show COLA at a variety of percentages, and their impact on benefits, social security, PERS. Hillis mentioned that last year we decided to have actual figures at the beginning so all information was there before budget committee meets. 1,2,3 for employees plus benefits. Percentage of total budget.

Luther and Hillis expressed concern over projected revenue under current economic conditions. Will county take into consideration those who fail to pay their taxes when they send estimate? Director will be sure to have county clarify what their projections are based on.

Strategic planning could be reduced since a new facility will not be considered for five to ten years.

It was clarified that a full audit wasn’t necessary and amount to pay for audit could be reduced.

Stovall suggested looking at custodial to include snow removal. Concerns over liability due to slippery conditions were expressed.

Public computers were discussed. Expense for additional computers would come out of capital outlay, computer equipment. A computer lab was created in the annex was discussed. Possibility of putting computer lab in stage area was
suggested. It was pointed out that the stage is used for summer reading programs and other performances. If there were more public computers available, people wouldn't be limited to one hour per day. Using money from the building and improvement funds could be used to make improvements. Beesley will clarify how money would be moved from that account. Money could also be obtained through grants. Asbestos might be an issue.

Program expenses to be determined based on priorities. Ready to Read grant has been received. Gates grant will also be included. Annex being paid off in two years will free up more revenue for other services.

**Policy-Asset Protection.** Monitoring Report. Weigand expressed concern about lack of snow removal, boxes and clutter around library. Safety and liability issue. Would like these issues reflected in report. Would like boxes moved from the back door. Alternatives for putting donations by the back door could be considered. Glenn expressed concern over appearance of front entrance. Garbage spills over. Public perception of entry way important. Director's office has storage & no place to sit when last visited.

Weigand restated that snow removal needs to be better and the report should reflect that. Bush removal from in front of Annex should also be mentioned in report. Report should be more specific.

It was noted that loitering in the entry way has decreased.

Report will be re-written and presented at the February meeting for acceptance.

**BOARD GOVERNANCE**

**Governance Quality and Costs.** Policy was reviewed and it was agreed that board is in compliance. Report was accepted. Board expressed their appreciation for policy monitoring and the benefits of being more familiar with the content of policy manual.

**Election Information.** Glenn will probably not run again. Has spoken to Jann Earnest about running. Other possibilities were discussed. An information form from county was given to board members. Filing instructions will be sent in February.