amended
Board Meeting Minutes
February 10, 2009
Rodriguez Annex

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

Staff member: Sally Beesley, Director. Patrick Goodman, YS Librarian

UNFINISHED BUSINESS

Agenda Item

1. Call to Order

Glenn called the meeting to order at 4:31 PM.

2. Public Comment
There was no public comment.

3. Minutes 1/12 & 1/13

January 12, work session minute amendments. A change was made in reference to the previous Needs Assessment comments. It was agreed to delete the sentence that said the “previous Needs Assessment was not sufficiently relevant” did not correctly state what happened. It was also asked if some record of the amendments needs to be kept. It was agreed that if minutes are amended that it should state that at the top of the document and also state “amended” and date of board meeting in the subject line of email when resent to board members. It was decided that keeping the original and the amended minutes would not be necessary.

It was pointed out that the January minutes stated that no decision had been made concerning who would write the mission statement - board or staff. Weigand thought this was incorrect. Others were not able to verify if either way. Director stated that audio minutes did not specifically clarify who would write the mission statement. It was decided to let the minutes stand as written and clarify this issue during the meeting.

The paragraph dealing with priorities was rewritten to clarify content.

The paragraph about the Annex furnace was also discussed. No changes were made.
January 12, board meeting minutes amendments. It was decided to put Patricia Smith down as a staff member, not as a visitor. It was clarified that the link on the website for posted minutes on the website did not need to state amended. The document itself will clarify if minutes were amended.

Priority 3 in January’s Director’s report was changed to better reflect what is going on in the schools.

It was also confirmed that Patrick Goodman did receive the board packet. It was agreed that he would be included on all board emails. Weigand stated that she would like Goodman to come to board meetings at least quarterly.

The minutes from the January 12 work session and January 13 regular board meeting were accepted as amended. (Weigand/Stovall).

Goodman joined the meeting at this time.

4. Additions to the Agenda

It was agreed to add an Executive session to the minutes right after item 18. It was agreed to add Health Insurance policy, Personnel Policies to the agenda building for next month. This is to verify that changes to the Personnel Policies manual were done to reflect changes to the description of health insurance changes due to the HSA accounts.

It was moved and seconded to accept the adopted agenda. (Stovall/Weigand). Motion carried.

5. Financial review

It was moved and seconded to accept the financial review (Weigand/Stovall). Motion carried. It was moved and seconded to accept the financial report (Weigand/Stovall). Motion carried.

EXECUTIVE LIMITATIONS

6. Preliminary budget

The preliminary budget was reviewed. Revenues: County taxes are projected income minus 7%. Addition of a line item for grants to cover Annex renovation was pointed out. It was agreed to look at forming a committee to better define this line item. Discussion of this was added to the agenda. Rest of expenditures were explained. Most of these explanations are on the preliminary budget document.

Contracted services for accounting were discussed. Current accountant has received a 2% increase each year for the last 2 years. Stovall suggested making comparisons. Weigand felt an increase shouldn’t be made this year. Glenn preferred negotiating for a better price. It was pointed out that Knobel, the accountant does many extra services without compensation. Glenn considered accountant expenses as part of Director expenses. Glenn and Weigand both do
not want an increase for accountant expenses. Accountant bills were reviewed. Bills do not show extra hours not billed. It was agreed that Beesley would discuss and negotiate the fees with Knobel and present to the board next month.

It was agreed that no funds would be needed for strategic planning. Library cards are less expensive. Travel expenses are more for mileage as inexpensive or free trainings are available. It was pointed out that PLA (Public Library Association) would be in Portland in Spring 2010.

Board was agreeable to increasing funds for Community Read to $2000.

Document showing janitorial expenses to keep buildings and grounds clean to meet priority to improve maintenance of building was presented. Board members stressed the importance of sweeping the front entry every day and checking each afternoon for litter. It was suggested that whoever opens the door each morning sweep for 5 minutes. Goodman suggested that attention be made to the collection as well. A heppa filter vacuum was suggested.

Snow removal was discussed and the importance of keeping the walkways clear for liability reasons was stressed. Cleaning of the Annex, especially the kitchen was also mentioned.

Library promotion options were discussed. A reader board in front of Annex. More info. in Bend Bulletin. Storytime announcements in The Pioneer were also mentioned. Possibility of Storytimes on Thursday were discussed. It was clarified that there hasn't been a storytime on Thursdays for the last 4 years. Volunteers could be used to do another storytime. Goodman & board discussed various ideas for storytime. Goodman also told board about his plans to replace many worn out books in the children's section and have good book displays. It was clarified that all email to board will also be sent to Goodman.

Personnel expenses were reviewed. A variety of COLA and Step increases and HSA deposit amounts were discussed. The maximum amount that can be put into an HSA account is $3000, but less can be put in if budget cuts need to be made. It was stated that current health insurance rates plus HSA amounts are still less than what premiums would have been if we had stayed with old insurance. It was noted that the school district insurance rates are higher. It was determined that the increase in revenue for 2009-2010 is only $3,750. No final decision was made. Stovall stated that $2800 for HSA and a step increase for staff seemed appropriate. Weigand did not want another lengthy discussion about personnel budget. Final discussion on personnel budget will be made at March board meeting. Director salary will be decided at that time too.

7. 2nd Draft, Policy Asset Protection. It was moved and seconded (Weigand/Stovall) to accept the Policy Asset Protection as amended.

GOVERNANCE

8. Election. Board members up for reelection have forms. All seems to be in order
9. Mission Statement. It was decided that Beesley would write the mission statement based on the vision statement, get staff input and present to the Board at the March board meeting.
10. CRR documents update. Documents are being written. Hillis will contact three people from Crooked River Ranch after documents are ready.
11. Vision Statement Posted. Vision statement has been posted on the webpage.
12. Snow Removal Plan. Beesley explained that staff member Patricia Smith will come in to shovel if it is a big storm. Other staff members will keep sidewalks clear during storms by sweeping and also assist Smith as needed and cover for her if she is sick. Beesley will remind staff to take care of snow removal for days that she is not there. Weigand also said she and her husband are available to help with snow removal. Glenn stated that snow removal needs to be all sidewalks on library property.
13. Outreach monies spent. Beesley reported that outreach monies were discussed in staff meeting. Hall, Goodman and Marrero will be making sure these monies are spent. Evidence of this will be apparent in monthly financial statements.
14. Website update/minutes and staff. Glenn reported that there were many useful links on the website. She also reported that one of the links to the Summer Reading Program still showed last year’s information. She also said Board meeting should be on calendar of events. Storytime themes could be listed as well. There used to be more on the calendar of events. Stovall commented on how much the website has improved. She also requested that the schools link to our website. Stovall will send email with other links that don’t work. Glenn also asked that the homework link be better publicized. Goodman will be consulted to come up with publicizing link. Board members also want the chamber of commerce to create a more noticeable link to the library from their website.
15. Staff safety committee minutes. Board would like minutes from safety committee to be sent to them. They recommended that the safety committee make sure first aid kit is complete, that fire extinguishers are checked annually, SDAO may also have recommendations.
16. Restricted to non restricted fund moving. To move funds from a restricted fund to a non restricted fund requires a board resolution. The resolution is sent to the county treasurer who then can transfer the funds.
17. Vacation and Holiday benefits. It was decided that Glenn and Luther would review this as a board committee and report back at the March board meeting. Director stated that she approved of the vacation and holiday benefits as they stand. If she were to make any changes it would be to eliminate 5 weeks of vacation after 25 years. All documentation of past board discussion on the topic was presented by Beesley & Stovall. Committee could meet with Director if needed.
18. Genealogy materials. It was agreed that the information on genealogy materials that was sent out by email be added to the minutes:

In our last board meeting, Stephen asked about JCLD books in the genealogy library. We do purchase a few genealogy books every now and then and put them in the genealogy library. So, technically, they are our books, but they are housed over at JBFF. We have about 40 books in their library. Here’s what is
Genealogical Materials
The Jefferson County Library District purchases a limited amount of specialized genealogical materials and these are available at the Juniper Branch of Family Finders. Online genealogical subscription databases may be purchased by the library in lieu of materials made available at Family Finders which will be available to all district residents.

Executive Session The board went into Executive Session at 7:15 in accordance with OR 192.620. Executive session ended at 7:28 no action was taken.

NEW BUSINESS

Executive Limitations

19. Compensation and Benefits Monitoring Report. It was moved and seconded to accept the report (Weigand/Stovall). Discussion: Stovall stated that she doesn’t agree that our wages have fallen behind that much as stated in the report. Motion carried.

Governance

20. Monitor Board Operations pgs. 23-25. It was agreed that the board was doing fine with board operations. It was verified that 2a should be July. Old versions say August. Minor typos were corrected and “Process” was taken off of Governance in the table of contents as well as in headers.

21. YS Librarian Job Description. Additions to YS librarian job description concerning acting as Director in Director’s absence were made. Order of staff listing on webpage was also changed.

Board-Library Director Linkage

22. Delegation to the Library Director Monitoring Report. Report was amended to point out that reasonable interpretations of policy by board and director should be communicated more effectively. Report was accepted as amended.

Results Policies

23. Library services to teens.
24. Expanded use of the annex
25. Enhance maintenance of buildings
   23, 24, 25 were clarified as priorities. No discussion.
26. Survey Monkey. Weigand reported that a variety of surveys would be useful. She will set them up. She would like to do a library staff evaluation of their jobs. She would have board approve questions. Beesley also suggested a public survey linked to the website.
27. Results policy #2 p. 31. It was moved and seconded (Weigand/Stovall) to add “and staff” to results policy #2 p. 31. Motion carried.
28. Warm Springs circulation station. Stovall suggested that the Warm Springs Circulation station be added as a priority.

**Agenda Building**

1. Web updates
2. Vacation and Holiday Benefits
3. Proposed Budget
4. Director salary – Executive session
5. Annex Improvement Committee (Weigand/Beesley)
6. Crooked River Ranch documents
7. Safety Committee Report
8. Survey Monkey
9. Mission Statement
10. High School Link
11. Homework Help promotion
12. Remove “process” from Governance in policy manual
13. Priorities (4)
14. Logo presentation

The meeting was adjourned at 8:10 PM.

*Respectfully submitted:*
*Sally Beesley*
*Library Director*