Minutes

Attendance:
Board Members: Susan Stovall, Stephen Hillis, Marie Glenn, Leslie Weigand.
Staff: Sally Beesley, Patrick Goodman

**UNFINISHED BUSINESS**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Notes/Directors Report</th>
<th>Responsibility/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to order</td>
<td>Glenn called the meeting to order at 4:31 PM.</td>
<td>Cathy</td>
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<tr>
<td>2. Public Comment/Logo</td>
<td>There was no public comment.</td>
<td>Travis Furry</td>
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<tr>
<td>3. Approve minutes 2.10.09</td>
<td>1. One typo was corrected and format suggestions were made. It was also stated that minutes should be edited by YS librarian before board meetings. A redundant sentence was taken out. It was clarified that Director's Report be added to the end of all minutes from now on. The minutes from the Feb. 10 regular board meeting were accepted as amended. (Hillis/Stovall). It was clarified that JCL books at the Genealogy Library are in the process of being cataloged correctly so the public is aware of them. They are reference materials, and do not check out. They are available to the public through the genealogy library. It was moved and seconded to accept the minutes as amended (Hillis/Stovall). Motion carried.</td>
<td>All</td>
</tr>
<tr>
<td>4. Additions to the Agenda</td>
<td>2. There was general agreement that the new agenda format was helpful. Everyone appreciates getting the minutes a day or two after the meeting.</td>
<td>Leslie</td>
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<tr>
<td>5. Financial review</td>
<td>3. The current budget actuals were reviewed. Accounting and Auditing expenses were clarified.</td>
<td>All</td>
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**Executive Limitations**

| 6. Preliminary budget       | 4. Beesley reported that not much has changed on the proposed budget. One change was that Beesley went over computer expenses with Knobel to make sure the money was appropriated | Sally                 |
correctly. Beesley also gave a short report on how to account for donations. All donations are made to the Endowment Foundation, and when the library wants to use those funds, a check will be written by the Endowment Foundation to the library. Beesley keeps track of those donations. The recent donation to the film committee was discussed, and it was stated that those funds should probably go through the Endowment Foundation as well.

It was agreed that HSA contributions would be $2800 per insured employee. This is the same amount contributed for the 08-09 year. PC reservation software is still waiting on DPL.

It was decided to move on with the rest of the agenda, and return to a discussion of the proposed budget later.

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<tr>
<th>7. Financial Planning and Budgeting Policy report</th>
<th>It was moved and seconded to accept the financial review (Weigand/Stovall). Motion carried</th>
<th>Sally</th>
</tr>
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<tr>
<td>8. Financial Condition and Activities report</td>
<td>5. It was moved and seconded to accept the financial report (Stovall/Weigand). Motion carried. Format suggestions were requested to make the document more professional in appearance.</td>
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**Governance**

| 9. Election                              | 6. Board members have filed for re-election. Stovall will do so before the 19th. Shapiro has also filed for the vacant seat. | Steve and Susan |

**Board- Director Linkage**

| 10. Review director contract for budget purposes | 7. It was decided to move this to an executive session and discuss vacation and holiday benefits at this point. Glen reported that she and Luther went over all the past minutes dealing with vacation and holiday benefits and recommended that the Floating Holiday be dropped, and vacation accrual capping at 20 days. Staff still has 12 sick days, 9 holidays, and a minimum of 10 days of vacation, totaling 31 paid absences. It was also noted that many companies, due to economic conditions, are not offering | All |
any holiday, vacation or sick leave benefits. It was also clarified that there is no cap on how many sick leave hours can be accumulated, but vacation hours are capped and are “use them or loose them” after so many are accumulated. Hillis expressed concern that there should be a legitimate reason for these changes to number of holidays and vacation accrual cap, and that these reasons should be explained to staff. It was moved and seconded that the vacation and holiday benefits be changed to delete the Floating Holiday and cap vacation at 20 days, as discussed and that this policy change go into effect on July 1, 2009. (Stovall/Weigand). Motion carried.

**Executive Session**

The board went into Executive Session at 5:23pm in accordance with OR 192.620. Executive session ended at 5:45pm. No action was taken.

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<td>9. Mission Statement</td>
<td>Board expressed their approval of the mission statement. Weigand suggested that “safe” be added before welcoming. Stovall stated that visitors to our area may also want to be added to the statement. It was moved and seconded (Hillis/Weigand) that the mission statement be accepted. Motion carried. Statement will be put on the website, and added to the operating policies. A nice plaque with the mission statement on it was suggested.</td>
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| 10. CRR documents update | 8. Travis Furry joined the meeting at this point and gave a presentation on Logo design: The Logo is the face of your company/library. Needs to be professional. Strong logo gives strong presentation. This could be important in donation requests. We want to look organized and stable. Execution and concept are the two golden rules of logo design. |

Our logo is a great concept with the
mountain & book. Execution of our logo
isn't done well. A logo needs to work in
black & white as well as color. Gradients
are a problem. No central focal point. The
text is very separate from image. Not
symmetrical. Furry showed examples of
bad composition. Logo development
takes time, can't be done quickly. Square
or circle formats are easier and better.
With a few tweaks, our logo could be
improved. Solid colors are better. Two
colors is best, maybe three. Consider
another typeface. Certain typefaces look
sloppy and give a sloppy impression.
Adaptability and scalability is important.
Concept is good, just needs improvement
in the execution.

Furry would like to donate his hours up
to a certain amount. Next step would be
brainstorming. Furry will write up a
proposal that will include how many
hours he is donating and how many
weeks it will take to complete the project.

11. Draft Mission Statement

12. Staff Safety Committee
   minutes

9. Board would like hot water issue in
   annex solved. Also fix annex front porch
   fixtures. Put awning that is in stairwell on
   Craig's list. It was emphasized that safety
   committee should meet regularly. OSHA
   information should be available and
   posted. It was clarified that the fire
   department does have a key box on the
   building and the correct key is in the box.

Update in director's report.

14. Website update report

10. Update in director's report. Still a couple
    of corrections to make. Board meetings
    not very prominent. Donation from links
    are not working.

15. Annex Committee report

11. Weigand reviewed ideas for use of the
    annex. Ideas were: create staff room on
    stage area by building a wall. Turn
    orientation of upstairs meeting room.
    Create better entrance and exit by
    moving wall between entry way and
    meeting room to create larger lobby.
    Downstairs: take out wall between child
    care area and let light into the room. Take
out kitchen. Create more space for storytelling office. New kitchen could be upstairs in staff area, but also accessible by public. Teen area could be incorporated. New electrical wiring would be needed upstairs to accommodate changes. Current chair storage damages wall. Chairs could be stored against new wall in cabinet. $30-50,000 dollars is an approximate budget. Stage area is important to staff as a stage, but new plan would have a stage option. Staff is also concerned about working downstairs alone, cut off from the rest of the library in a public space where anyone could come in.

Number of computers in the library could be increased by reconfiguring current area instead of moving computers to annex. Two meeting rooms could be created downstairs in the annex where chairs are always set up for meetings. Outside of building could be improved. Windows could be replaced. Steeple could be taken down. Weigand will pursue pricing on some of these ideas.

| 16. Vacation and holiday benefits report | 12. It was confirmed that health benefits are 80/20%. A 70/30% comparison was made and a breakdown of actual benefits cost was done. It was figured that it would cost the district $30 less per person if it was a 70/30 split. No change was requested. It was clarified that HSA accounts can cover deductible, vision or dental, but not insurance premiums. Beesley stated that the proposed budget is higher than projected revenues, but due to fund balances accumulating every year for the last several years, expenditures would still be covered. The board decided that projected expenditures should not exceed projected revenue. It was decided that although there is a fund balance, it should be left in reserve incase collected revenues are less than projected revenues. Adjustments were made in several categories to balance the projected revenue with | Sally/Marie/Cathy |
expenditures. Adjustments were made in employee increases, contingency fund, travel expenses, and custodial expenses. Keeping HSA amount at $2800 per employee also reduced expenditures.

17. Volunteer update | Update is in director's report. | Sally

18. Live Homework promo | 13. Update is in director's report. Hillis suggested that flyers could be given to parents at parent teacher conferences. Glenn stated that a stack of flyers or bookmarks could be on a table at parent teacher conferences for anyone to pick up. Bookmarks could be put in books as people check out. | Sally

19. Delegation to YS update | 14. Update in director's report. He will also proof read the minutes and attend the board meetings at least quarterly. It was decided that board meeting would be at 3PM from now on. Budget meeting will be at 5PM. Goodman will be invited to April board meeting and budget meeting. | Sally

20. Survey Monkey | 15. It was agreed that $20 can be spent to purchase an upgraded version of Survey Monkey, for both staff and computer users. Weigand will create and administer the surveys. | Sally/Leslie

21. school link to lib website | Update in director's report. | Sally

It was decided to end the meeting at this time, and address the rest of the agenda items at the April meeting.

The meeting was adjourned at 7:45 PM.

Respectfully submitted:
Sally Beesley
Library Director

**NEW BUSINESS**

<p>| Executive Limitations | Discussion/Notes | Responsibility/Action |</p>
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<tr>
<td>23. Library services to teens</td>
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<td>Sally</td>
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<td>24. Expanded use of the annex</td>
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<td>Sally</td>
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<td>25. Enhance maintenance of buildings</td>
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<td>Sally</td>
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<td>28. Warm Springs circ station</td>
<td></td>
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<td>25. Agenda Building</td>
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<td>Board</td>
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Adjournment

Mar 10  Board meeting
March 28  OMSI Science Festival
April 1-3  OLA
April 3-4  Community Read events
Apr 14  Board meeting, first budget meeting
May 12  Budget Committee 2nd budget meeting