Board Meeting Minutes  
Sept. 9, 2008  
Rodriguez Annex

ATTENDEES
Board Members Present: Marie Glenn, Cathy Luther, Stephen Hillis and Leslie Weigand. Susan Stovall excused. 
Staff member: Sally Beesley, Director.

CALL TO ORDER
Luther called the meeting to order at 4:31 PM.

MINUTES AND AGENDA
The minutes from the July 8 regular board meeting were accepted as amended. (Weigand/Glenn).

The agenda was amended to delete Order Calling for Election, and include Central Oregon Regional Library Conference, Staff report, and CRR Update.

There was no public comment.

EXECUTIVE LIMITATIONS
Central Oregon Regional Conference It was clarified that the staff will be traveling to the conference in the Storytelling van. Board members Susan Stovall, Stephen Hillis, and Leslie Weigand will work out their own transportation.

Global Executive Constraint It was moved (Weigand/Hillis) to accept the Global Executive Constraint Monitoring Report. Motion carried.

Governing Style 2nd reading The wording on #4 was reviewed as discussed at the first reading. It was also moved that the word preoccupation be changed to focus in the beginning paragraph. It was moved (Weigand/Glenn) to accept the two changes to the Governing Style Policy as described. Motion carried.

There was some discussion as to whether a second reading would be needed for the change suggested today. It was decided to accept both changes today and not require another reading as changes only improved language and did not change meaning or intention of the policy in any way.

Financial Report the written financial report was reviewed. Hillis asked for clarification on library aides being higher. Beesley explained that over the summer aides are given more hours when other staff members are on vacation. Also HSA deposits were made that cover for the next six months, which makes
the percentage higher. Both of these will average out correctly by end of the year. Luther asked about interlibrary loan replacements as most of that budget is spent already. It was discussed that perhaps a higher amount should be budgeted next year.

Purchasing policy. Board was given copies to board for their review. Hillis mentioned that although these policies are not decided by the board, it is appropriate for the director to give copies to the board members to show that the purchasing policy is in compliance with board's policies.

Part 3.3 of purchasing policy. Hillis asked if that was still a useable policy. Policy states that purchases under $500 may be made on the open market or put up for bid, depending on director's decision. Beesley stated that policy was still viable.

Hillis also asked about part 5 – disposal of library materials and surplus property. It was agreed that this policy should be reviewed and possibly revised by the library staff.

It was moved (Hillis/Glenn) to accept the financial report. Motion carried.

**BOARD GOVERNANCE**

**Board Job Description** pg. 16. All present reviewed this policy and agreed that the board is in compliance.

**Annual Calendar** it was agreed that review of the calendar would be taken off of January and left in September. It was agreed that board and director evaluations would be in October and the informal evaluations for September would be removed. Evaluation should be at same time as Results Policy Monitoring Report. Purpose was to get evaluations away from spring which is busy time of year (budget, director contract renewal). Board evaluation will be a self evaluation.

It was clarified that the Results Policy Monitoring Report draft would be ready on September 19. Hopefully it will be complete enough as presented and “tell the story.”

It was agreed that Leslie & Susan will again do the director evaluation.

It was moved and seconded to accept the amended calendar (Hillis/Weigand). Motion carried.

**BOARD-LIBRARY DIRECTOR LINKAGE**

Hillis complemented the priority format of the director's report. The Friend's room was shown to board members and credit given to Dion and DeRese for organizing basement storage to make it possible. Pictures and old library sign were put up on the walls of the annex basement.
It was moved and seconded to accept the director's report and have it added to the minutes. (Weigand/Hillis). Motion carried.

**Crooked River Ranch** update – There will be a CRR Chamber of Commerce Candidates’ night on Oct. 2. Beesley has been invited to present information on the ballot measure annexing CRR into JCLD.

**Staff Report** A brief staff report was given mentioning various projects and issues the staff is working on such as: Annex Usage Policies, audio books too close to floor, "new items" shelf for audio books, how to check out Picturing America kit, how self check out is doing, banned books week, & conference.

**Youth Services Librarian** Marian Thomas from DPLS was very helpful in providing information on hiring processes. Hillis suggested having a parent that frequents the library on the interview panel. Weigand mentioned that 2 MLS grads might be necessary at the library to be eligible for certain grants. Three applications have been received. Two from Portland, one from Texas.

**Accountability of Director** it was moved (Weigand/Hillis) to accept the report. Motion carried.

**Global Board Library Director Linkage** it was moved (Weigand/Glenn) to accept report. Motion carried.

**RESULTS POLICIES**

**Need Assessment Vision Statement** It was moved (Glenn/Hillis) to accept the vision statement. Motion carried.

LOGO It was agreed that the board would like a 5-10 minute presentation on what constitutes a good logo and advantages of having one, and why we would want to change. We also need to know if we should change everything at once or phase it in. Travis Furry who has offered to design a new logo for the library will be contacted to make presentation. Beesley will contact Stovall to set up this presentation for November board meeting. Beesley will also figure out how much it would cost to replace logos.

**Audit Options** A law was recently passed that says we do not have to have an audit every year. Instead, we can just do a review. This would save the library about $1000/year. To qualify, the library would need to be bonded for a higher amount which would only cost $100 more per year. It was moved (Weigand/Hillis) to change from a full audit to a review, increase bonding to qualify, and have a full audit every 2 or three years. Motion carried.

**Nov. Board meeting** November board meeting falls on Veterans' Day and library is closed that day. It was generally agreed that the board would still like to meet that day, but perhaps change the time. We would also need to see when Travis Furry could come.
Agenda Building

Result Policy Monitoring Report
Board Evaluation
Director Evaluation
Monitor: Linkage Policy Monitoring Library Director Performance
Monitor: Board Governance: Chair/Vice Chair rolls pg. 18 Board prepares
Monitor: Board governance: Board Members' Code of Conduct

Conference evaluation, CRR update, & YS librarian search to be included in the director's report

The meeting was adjourned at 5:40 PM.

Respectfully submitted:
Sally Beesley
Library Director