Board Meeting Minutes  
November 11, 2008  
Rodriguez Annex

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

CALL TO ORDER  
Luther called the meeting to order at 8:01 AM.

MINUTES AND AGENDA  
The minutes from the October 28 regular board meeting were accepted. (Hillis/Luther).

It was clarified that the minutes being accepted were the second draft which included more information and clarification of the discussion of the Director's report.

It was also mentioned that any discussion of the director's report would be written in the minutes before or after the report and not in the report.

It was noted that board members do not have copies of "Government Standards and Practices."

Glenn, in reference to Priority 7, asked if there was a State grant or program to mail library materials out to patrons. Beesley said that to her knowledge, the State Library does have a library for the blind, but this is not operated through local libraries. Those who are blind or disabled, deal directly with the State Library. Beesley also stated that a library can mail its materials out to patrons if they choose to. Deschutes does this as well as many other libraries.

Glenn also stated that advertising on "Live Homework Help" was distracting and wondered if it was possible to get rid of. Weigand stated that a pop up blocker might block some of it. Beesley explained that the library did not have control over the ads, but would inform Lyn Craig, Executive Director of LEO, of the concern.

FINANCIAL REVIEW  
Employee benefits are high due to the HSA deposit last summer. Line 8621 was questioned because there is an expense, but no money budgeted for it. Beesley will check with Book Keeper and see if this is accurate. It could be a category we no longer use, and an expense was put there by accident.
Since it was noted that vehicle repairs have already used up that expense account, there was some discussion as to when the Storytelling Van should be replaced. It was agreed that an important factor in that decision was how many miles are on the van. It would also be good to check with a mechanic.

There was no public comment.

EXECUTIVE LIMITATIONS

Emergency Library Director Succession

The board would like the new Youth Services Librarian to attend board meetings occasionally and review and proof read minutes and other documents. YS Librarian should also get copies of emails with board packet

It was moved and seconded (Stovall/Hillis) to accept the Emergency Library Director Succession monitoring report. Motion carried.

BOARD GOVERNANCE

Code of Conduct

It was agreed that the board is doing a good job of carrying out board duties and not overstepping bounds.

“Off the Shelf” issue was discussed in reference to how it was handled by the board. It was decided that the communications about the appropriateness of the content of the article might have been somewhat “messy” but for the most part, board members are not trying to interfere with daily library operations.

This led to a discussion about the “Off the Shelf” article and how it is hard to spot in the newspaper. A column with a picture of the Library Director might be more noticeable.

It was moved and seconded (Weigand/ Glenn) that the board is in compliance with the Code of conduct. Motion carried.

BOARD-LIBRARY DIRECTOR LINKAGE
Youth Services Librarian update

Most of the information is in the Director’s Report. New YS Librarian, Patrick Goodman and his wife were in town Saturday looking for a place to live. It was clarified that references were contacted and that a background check would be made on him as well. References were from the graduate school he went to in Australia as well as the libraries in Australia where he did his practicum. Ahern is already emailing him information and is looking forward to introducing him to members of the community.

Board discussed a social event before a storytime to recognize Ahern for her years as YS Librarian. Director will contact newspaper to do an article on Jane. It was decided that the event will be November 25 before the evening storytime at 6PM (storytime is at 6:30PM).

Susan – punch & table cloths
Spanish Services is under Youth Services. Since positions aren’t that related, Spanish Services could come under Director.

Variations of font will be corrected so all font in the document is the same.

Personal telephone call policy and cell phone usage could be added. Tobacco usage could be better done. This policy will prohibit smoking anywhere on library property. New no smoking laws will support this as well. Luther brought copies of hospital policies as examples.

Space for staff breaks was discussed. Possibility for using Annex was discussed. Conflict with people meeting there. It was confirmed that wireless access is available in the annex.

**Agenda Building**

Personnel Policies
Needs Assessment
Communication and Support to the Board
Board Committee Principles pg 21
CRR – May ballot, statement of Board Support
Financial Planning, Budgeting, Conditions & Activities

Work session planned for Jan. 6th, 4:30PM to go over Needs Assessment, Set goals for 09-10, Review 07-08. Refreshment to be decided. Board Priorities, service responses. 2 hours.

January board meeting:
Appoint budget officer and committee
File for re-election if necessary
Monitor: Ex Limitations Policy-Asset Protection
Monitor: Board Governance: Governance Quality and Costs (board prepares)

The meeting was adjourned at 9:30AM.

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