Board Meeting Minutes
December 9, 2008
Rodriguez Annex

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

Staff member: Sally Beesley, Director.

Visitors: Chris Walston, Bill Schertzinger

CALL TO ORDER
Luther called the meeting to order at 4:30 PM.

PRESENTATIONS

Western Insurance. Chris Walston presented information on the library liability insurance. There were very few changes this year. SDAO is making available a $10,000,000 policy limit (in response to OHSU vs. Clark lawsuit). This would cost $2,100 per year if we decide to purchase the coverage.

Property coverage, building and contents are up about 3% to keep up with inflation. Content coverage seems low. It was decided that inventory will be updated to get a more accurate amount. Director will pursue this. Amount insured should be based on replacement costs. Fire restoration and repair is covered. Business interruption is also covered should we need to move to a temporary location. All are preset SDAO numbers. Equipment coverage is for projection equipment in Annex. It was unclear as to what flood zone we are in. Walston will send library address to flood insurance broker who can give a definitive answer. If we are in Flood zone A, we can buy extra flood insurance from FEMA to cover $500,000 deductible.

Auto insurance covers replacement cost, which will change to depreciation value in a few years. Coverage for rental vehicles should be purchased through the car rental company should car rental ever be necessary. Premium went down from last year, partially due to SDAO rating. Also liability estimations brought it down.

Total renewal price is $4,196.

We do not have machinery coverage. Would run about $250. This would cover computers or anything subject to damage by electrical services. Water damage due to pipe breakage, etc. is already covered. Copy of Best Practices survey was also included in report. Library already receiving highest possible survey ranking. Statement of Member Benefits shows us a dollar value if we tried to purchase
these services ourselves. Crime coverage was increased. This will make the library eligible for a modified audit.

**Future Library Ideas.** Bill Shertzinger presented a few options for expanding the facility by connecting the library building and the annex. Asbestos and flooding issues were discussed. Energy efficient aspects were discussed. Insulation could be put on outside of Annex. Solar orientation of Annex would allow for passive solar heating if South side of building were glassed. Connecting piece needs to be useable space. Ramps worked into the structure would make it handicap accessible. Lack of parking for current facility was expressed. Inspection would need to be made to assess real asbestos issues. The floor was inspected around floor vents. Tax credits could be sold to businesses. Example of cardboard model was displayed.

**MINUTES AND AGENDA**

The minutes from the November 11 regular board meeting were accepted. (Stovall/Hillis).

4-H has installed another range in the kitchen. It is used. There was some concern that a used range would be safe. It was also stated that sometimes older appliances are very reliable.

**FINANCIAL REVIEW**

Initialing bills was clarified. The staff initials invoices before turning them over to book keeper. Board does not need to initial invoices. Minimum wage increase will go into effect in January. This will impact two employees currently at $8.36/hour. Glenn commented that this big of jump might be discouraging to those who have had to work for several years to obtain the same amount as a new person just starting out. She suggested looking at the budget impact of giving all hourly employees a $.45 raise to match minimum wage increase. A report will be created showing the financial impact this would have on the rest of this fiscal year. Giving the $.45 raise to all hourly employees in July was also discussed as an option.

It was noted that some line items under business expenses were over 100%. It was agreed that these lines should probably be increased for the 09-10 fiscal year. Computers, legal fees and vehicle maintenance are especially high. More detail is included in Financial report. Water bill is also high, but probably due to watering outside over the summer. ILL books paid for were for books lost in transit on the state courier.

It was moved and seconded to accept the financial report (Hillis/Glen). Motion carried.

There was no public comment.
EXECUTIVE LIMITATIONS

Communications and Support to the Board. It was noted that line ten was changed from last year (board meeting packets to be ready 7 days before meeting) and this is working well. Board expressed appreciation for having packets printed out. It was moved and seconded (Stovall/Hillis) the Communications and Support to the Board report. Motion carried.

Financial Planning & Budgeting: Financial Condition & Activities. The written report was reviewed. Although Deschutes Library has taken over cataloging for us, we now spend time pulling books for Deschutes.

It was moved and seconded (Stovall/Hillis) to accept the Financial Planning & Budgeting: Financial Condition & Activities report. Motion carried.

BOARD GOVERNANCE

Board Committee Principles, pg 21. It was noted that other than director evaluation committee, there are currently no other board committees.

It was moved and seconded (Hillis/Stovall) that the board is in compliance with the Board Committee Principles policy. Motion carried.

Crooked River Ranch Resolution. It was moved and seconded to accept the Crooked River Ranch Resolution to put annexation of CRR on the May ballot. (Hillis/Stovall). Motion carried.