**District Board Meeting**  
**March 9, 2010**  
**3:00 PM**

**Minutes**

Board members in attendance: Hillis, Stovall, Weigand, Goodwin, Shapiro  
Staff in attendance: Beasley, Goodman, Foreman (scribe)

<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>3:00 p.m.</td>
<td>Weigand</td>
</tr>
<tr>
<td>2. Public Comment</td>
<td>Patrick Goodman brought up the issue of whether political campaign meetings and religious gatherings/ceremonies being held at the annex are appropriate. Goodman expressed discomfort with such meetings being held at a tax payer funded institution. It was noted among the board that there has been a precedence of many years for allowing such gatherings.</td>
<td>Each board member will review Public Meeting Room Policy pp. 22—24 before the next meeting. (General Operational Policies Manual)</td>
</tr>
</tbody>
</table>
| 3. Approve minutes 02/09/10 | Motion to approve minutes -- Steve Hillis  
Seconded -- Susan Stovall.  
Motion carries.                                           |                                                                                       |
| 4. Additions to the agenda | There were no additions                                                                       |                                                                                       |

**UNFINISHED BUSINESS**

1. Task force update  
There will be a meeting next Tuesday, March 16th, with staff. Task Force results will be given to the board by the 26th, giving board members two weeks for review. Board member feedback is desired. A special work session will be scheduled in May for either Monday the 3rd or Monday the 10th from 10:00 to 2:00.  
Melissa Shapiro will meet with staff March 16th and distribute results to the board 26th of March. Board will review before the April 13th board meeting.

2. Website update, logo review  
Through the state library, Sally is getting the website set up with Plink-it, Chachka Group will assist and advise. We’ll do our own maintenance and updating of the site. There is no timeline on the set-up. The effect on Dion’s job will be to free up his time somewhat. The question came up of how it would be fixed if the website program crashed and who would fix it. Chachka is developing Logo and working on a couple of ideas.  
The library will be getting a second cable, so there will be one for public computers and one for staff computers, with the effect that lines won’t get so bogged down. Sally was told that the library could get a line for the annex as well.  
Beasley will oversee the installation of the new website.
<table>
<thead>
<tr>
<th>NEW BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Limitations</td>
</tr>
<tr>
<td>1. 2010-2011 Proposed budget</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
goals for each position. Training, hours, years, experience, performance would be factors to take into consideration in wage increases. It was decided to keep things the same as budgeted for this year, however, and plan to have this all in place by next year.

There was a recommendation that the new position being set up for DeRese Hall should have a position title, job description, and list of requirements for the job. There was some discussion as to whether DeRese's new position would be a library manager position or not and whether it would require a master's degree. Sally said the position might be labeled "operations manager" or "circulation manager", and that it would include responsibilities of overseeing circulation, volunteers, and the scheduling of staff. DeRese does book purchases now and would add these other jobs to her job description.

There was some discussion about the employee wage increase. An exact percentage was not yet determined. Five percent was suggested as a minimum in Director Report. The need for extra front desk hours for aides was also discussed. Full-time employees need time to finish their work, and, therefore, more part-time hourly hours are needed to cover the front desk dealings with patrons. There will also be a need to add increase in payroll taxes to go with salary increases and added hours. The amount of payroll tax increase would be roughly $1,500. The board asked Beesley to come up with exact figures based on the various possible percent increases.

Beesley was asked to explain the full-time employees HSA (Health Savings Account), which was recommended for increase from $2,800 to $3,000 per full-time employee annually in the report. Prior to 2006, the library employee health plan covered 100% of medical expenses. To save the library money, the current plan, was adopted. FT Employees now have a $2,800 deductible every year before insurance will pay on medical. The library set up HSA's for each full-time employee to offset their medical expenses, which would otherwise, be out of pocket for the employee. Amount allowable to deposit in HSA has increased.

2. Review of page 4 of Financial

No discussion. Information was sent out to Board prior to meeting.

3. Library comparisons

Shapiro handed out a report with tables and graphs showing comparisons between JCLD and other libraries in Oregon that are similar in budget and size. It was pointed out that a county library might operate under greater fiscal restraints than a special district because of the influence of labor unions. Finally, however, it was decided that while no library was quite like JCLD, especially in racial/ethnic demographics, the board would have to accept some basis for comparison with other libraries.

Shapiro—change “library expenditure” to “staff expenditure” in library comparison report labeling.
On page 7 of the study, it was noted that the total number of JCLD library visits is comparatively low, as is computer usage and library card issuance. Also noted, however, were stats showing JCLD has much higher attendance at children’s programs and early literacy programs.

According to the report, JCLD has only .52 sq ft per capita, a statistic which lends further evidence to the need for a larger facility. Corrected measurements of the JCLD main library and Rodriguez Annex show that there are actually 11,000 sq feet in the combined annex and main library. The main library, however, which is the only area where library operations and computers use can take place at this time, has only 6,500 sq ft.

Library usage in this study only counted people coming into the main library. It was pointed out that we should count the people coming to the film committee’s film showings as well as other library programs at the annex. Including these numbers would add another 650 adult library users to the stats.

The board wondered if the report showed monetary carry-over in the other libraries’ stats. Melissa pointed out that this information was not in the state reporting.

It was agreed that the Estacada library should be taken out of the comparative study because of their very small geographic area, larger staff, and wealthier demographic.

It was pointed out that Baker just received 2nd place in a national rural library award. They have a much larger budget than JCLD does, even though they are smaller than us and they have a high poverty rate like us. It was speculated that they must have a grant writing inroad that JCLD should look into.

It was noted that where information was not reported by any particular library, it was recorded as a zero in the state report.

Questions were posed. Is there a way to record the number of people who attempted to use the library but couldn’t, such as if the computers were all occupied? Can we make people more aware of library services with a flyer when they get their library card?

The board agreed that information gathered in this study will be part of the board’s budget planning. It was noted that surveys and consultants may be needed to help implement the needed changes and that this will cost money. It was also noted that the library district has hired consultants in the past, but that things have gotten lost in the shuffle.
The board agreed upon putting $10,000 into this fund to start. Beesley suggested a grant may be procured to cover the consultant costs for a planning study. Beesley will pu $10,000 in Strategic Planning

### Governance

| 1. Director’s report | Motion to approve the director’s report -- Hillis  
Second -- Stovall  
Motion carries. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Q&amp;A – before or after mtg?</td>
<td>No discussion.</td>
</tr>
</tbody>
</table>
| 3. Bid requirements | Purchasing Policies are found on pg 5,6, and in Board Gov. pg 9 #5. Three bids are required for amounts over $500. $3000 proposed.  
It was moved by Hillis and seconded by Goodwin to discuss and vote on this matter next month. |
|---------------------|--------------------------------------------------|
|                     | Bring ideas to next meeting.  
Beesley will add Purchasing policies on April agenda. |

### Q&A

A question was brought up regarding the emergency plan that Beesley and Goodman were supposed to have drawn up. The plan would specify who should be contacted in case of emergency (fire in the building, etc.) if Beesley and Goodman are out of town.

Sally will look into this. All board members should get copies when this is compiled.

### Agenda building

1. Revisit public meeting policy.  
2. Purchasing policy, pp. 5-6 of general operations.  
3. Board governance on p. 9  
4. Emergency plan  
5. Plan for the May work session on task force findings on either May 3 or May 10.

all

### Adjournment

5:10 p.m.

Weigand

Respectfully submitted,  
Lorene Forman  
March 11, 2010