District Board Meeting  
August 11, 2009  
3:00 PM

Minutes

Attendees
Board Members Present: Stephen Hillis, Susan Stovall, Leslie Weigand, Melissa Shapiro, Anita Goodwin.

Staff Members Present: Sally Beesley, Patrick Goodman

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion/Notes/Directors Report</th>
<th>Responsibility/Action</th>
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<tr>
<td>1. Call to order</td>
<td>2:59 PM</td>
<td>Weigand</td>
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<td>2. Public Comment</td>
<td>No public comment</td>
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<td>3. Swearing in of appointed board member</td>
<td>Anita Goodwin was sworn in as member of the library board. She replaces Cathy Luther who resigned June 30th.</td>
<td>Beesley will file appropriate docs in board notebook.</td>
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<td>4. Approve minutes 7.14.09</td>
<td>The minutes of the 7.14.09 as amended, and the Minutes of 7.28.09 board meetings were accepted. Hillis/Stovall.</td>
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<td>Discussion: Stovall asked if a policy for appointing a board member had been made. A question and answer section in the agenda was discussed. It was decided to put it in governance. This will be for any questions that come up that may not be related to agenda items.</td>
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<td>5. Additions to the agenda</td>
<td>Beesley reported that the final tally in the Million Page Challenge showed that the Jefferson County Confederacy had officially defeated Crook Co.</td>
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<td>Weigand asked about the current progress of the library’s Mission Statement plaque being hung.</td>
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<td>It was clarified that the board job description was part of the board governance. Page 16 was missing in some of the board copies.</td>
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<td>Shapiro stated that something should be done about the current air quality in the annex, especially the downstairs area. Goodman stated that he had previously done research on air purifiers, and would create a report for next month’s meeting. Beesley stated that health department was</td>
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<td>Beesley will continue to work on Mission Statement plaque.</td>
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<td>Goodman will research air quality issues for next board meeting.</td>
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<td>Beesley will get copies of page 16 to Weigand and Stovall.</td>
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<td>Beesley will continue to investigate health issues in the Annex.</td>
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<td>Follow Up</td>
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<td>1. Review of Project Action Plans &amp; update on progress:</td>
<td>Beesley, Hillis, and Weigand, stated that there needed to be a concise direction for the annex. Whether this be short or long term, the current conversations were becoming cyclical in their nature, while actions still remained dormant.</td>
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<td>Hillis stated that a special committee be created to develop a clear plan for the future of the annex. Hillis, Goodwin, Shapiro, Stovall, and Weigand all voiced their desire to be on this committee. It was decided that a work session would be held in October or November.</td>
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<td>Goodman stated that library staff should be involved in the committee's decision-making, as they can give informed points of view on the capabilities and possibilities of the usage of the annex. Weigand wants to follow steps in &quot;The New Planning for Results&quot; Which includes staff in put at a certain point. Weigand stated that she would like to see the PAPs updated regularly.</td>
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<td>Weigand asked if website PAP had been updated. Beesley would check PAP to verify.</td>
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<td>Warm Springs update is that Joe Ford has emailed document outlining purpose of software. Waiting for response from WS.</td>
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<td>Stovall would like to use PAPs for Director evaluation. Stovall stated that she would like to see updated PAPs for individual committees. Hillis stated that this would make the PAPs reports rather than written ideas for possible library activities.</td>
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<td>Beesley stated that updating each and every PAP</td>
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would take a considerable amount of time, which would be counter-productive for their intended usage of generating and implementing ideas. Beesley stated that reviewing each updated PAP would stretch board meetings far past the board's desired length of meeting time.

It was decided that all board members are to have printed copies of all Original Project Action Plans. Updates will be kept electronically, and only discussed if individual board members needed clarification on individual PAPs. This would be in a Q&A session in a board meeting. This way updating would be in board minutes. Board members will advise Beesley of their questions before board meeting so she will be prepared.

2. Outreach – mail lib materials to homebound
   Beesley stated that outreach for the homebound was currently in the works.

3. Website
   Shapiro praised the website's monthly updates.

4. Services to Teens
   Goodman stated that the four new teen societies were being worked on, and that they would be started within the first two weeks of October.

5. Warm Springs
   Beesley stated that she had received the latest update about putting in a check-out kiosk at Warm Springs with Joe Ford the previous week, and that plans appeared to be moving forward, albeit slowly.

6. Grants
   There was no new news on grants.

7. Volunteer opportunities
   Tabled.
## NEW BUSINESS

### Executive Limitations

1. Monitor: Global Executive Constraint
   
   Stovall moves to accept report. Shapiro seconds. Motion carried.

### Governance

1. Board Governance: Board Job Description
   
   Weigand stated that this issue should be marked as completed.
   Hillis stated that board issues and discussions should be made more clear before meetings, so that everyone involved can begin on the same page.

2. Director's report
   
   Stovall stated that page numbers be added to all future Director's reports. Beesley agreed. Beesley will add page numbers to the Director's report

### Results Policies

Progress report on Results Policies monitoring report

Beesley stated that the Results Policy monitoring report was underway, and would be distributed to board members a week prior to the September meeting.
Hillis stated that it's up to old board members to help train new board members.

Books for Warm Springs

Beesley stated that purchasing books for the Warm Springs library be looked into.
Hillis responded that if the JCLD is to purchase books directly for the Warm Springs library, then the Warm Springs library must become a branch library, complicit with all of the governance and decisions of the JCLD. There was general discussion of problems associated with this. It was decided to look into this during budget season next spring.

Beesley will have draft of Results Policies Monitoring report ready for September board meeting.

Beesley will add books for Warm Springs to budget considerations for next year.

### Executive Session

ORS 192.620

Tabled. (if needed)

### Agenda building

Stovall stated that one more person needs to be placed on the bank records as having the authority to sign checks for the library. Goodwin accepted this responsibility.
Stovall moves to pass Goodwin, Shapiro seconds. Motion carries.

Beesley will get check signer info to bank along with current list of board members.

### Logo

Stovall passed out a pamphlet on what needs to be considered when creating a new library logo; attached were four rough draft logos

All will review document for next board meeting.
Aug. 1       Gardening Program   3 PM
Aug. 8       Movie matinee       2 PM
Aug. 11      Board Meeting       3 PM
Aug. 14      Screen on the Green 7 PM
Aug. 20      Oregon is Indian Country prog. 7 PM
Sept. 8      Board Meeting       3 PM
Sept. 10     Following Your Bliss prog. 7 PM