

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

November 8, 2011

4:00 p.m.

Location: The Dalles-Wasco County Library
722 Court St., The Dalles, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of September 13, 2011 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. NEW BUSINESS
 - A. Renewal of Intergovernmental Agreement between Wasco County Library Service District and City of The Dalles for Library Services
 - B. Fiscal Year 2012-2013 Budget Priorities
- VII. DISCUSSION
 - A. Update Regarding Library Design Study
 - B. Discussion Regarding Plans for Teen Services
 - C. Comparison of Library Self-Checkout Systems
 - D. Discussion Regarding Status of Staff Development/Board Development Goal

VIII. REPORTS

- A. Materials Expenditures Report
- B. Library District Financial Report
- C. Financial Report for The Dalles-Wasco County Library

IX. ADJOURNMENT

- A. Set Next Meeting Date and Location
- B. Adjourn

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

November 8, 2011

COMMISSION PRESENT: CeeCee Anderson, Mary Beechler, Lynn Cotter, and Corliss Marsh

COMMISSION ABSENT: Diana McElheran

STAFF PRESENT: District Librarian Sheila Dooley and Dufur School/Community Librarian Louise Walkowiak

GUESTS PRESENT: Library Clerk I Jayne Guidinger, Wasco County Executive Assistant Kathy McBride, Wasco County Administrative Officer Tyler Stone, and City of The Dalles City Manager Nolan Young

The meeting of the Wasco County Library Service District Board was called to order at 4:01 p.m. by Chairman Corliss Marsh.

MINUTES

Mary Beechler made a correction to the minutes of the September 13th meeting on page 2, under New Business, B. Recommendation Regarding Allocation of Materials Budget. The second sentence was changed to read, "Mary Beechler will investigate using census figures for Wasco County." The words "as an alternative" were removed from the end of the sentence.

Lynn Cotter moved to approve the minutes of the September 13th meeting as corrected. Mary Beechler seconded the motion and it was approved unanimously.

Corliss Marsh reported that she had attended the recent workshop on Board development. According to the workshop the first requirement of being on a non-profit Board is attending the meetings.

LIBRARY DIRECTOR'S REPORT

The written report for The Dalles library was presented for information.

Jayne Guidinger reported on author Francisco Jimenez's upcoming visit to the Gorge area. The date of April 26th is being considered for his visit to Wasco County instead of April 24th.

There was a discussion regarding the status of the change to Wi-Fi Internet access at the Tygh School Community Center Library. Sheila Dooley will talk to Jody Chastain regarding it.

Sheila Dooley will inform the Board of the date that the Library District will be hosting the Chamber of Commerce Coffee Connections event.

The Board is invited to attend the Sage meeting on Tuesday, November 15th, at 9:00 a.m. through videoconference in the library meeting room.

Plans for a feasibility study for a proposed new municipal/library building in Maupin are being pursued by Maupin Mayor Denny Ross.

Louise Walkowiak reported on circulation issues that the Dufur library is having with the Sage Automated System.

NEW BUSINESS

a. Renewal of Intergovernmental Agreement between Wasco County Library Service District and City of The Dalles for Library Services

There was a discussion of the renewal of the Intergovernmental Agreement, which will expire at the end of June 2012. City Manager Nolan Young said that the agreement could be an agenda discussion item at the second City Council meeting in January. The Library Board could either make a recommendation to the Council ahead of time or attend the meeting where there would be an opportunity to express any concerns.

B. Fiscal Year 2012-2013 Budget Priorities

There was a discussion regarding the proposed PC replacement schedule. Maggie Pando will attend the next Board meeting and answer questions about the PCs to be purchased.

Sheila Dooley will discuss methods for determining the administrative fee with City Finance Director Kate Mast.

DISCUSSION

A. Update Regarding Library Design Study

Four proposed library design options developed by the architect for the expansion of the library building were distributed to the Board. It was decided to leave the decision to the staff as to which option to recommend to the architect to develop further. The study is being funded by the Library Foundation with the aid of a \$5,000 technical assistance grant from the Ford Family Foundation.

Public meetings with the architect will be held at 7:00 p.m. on Monday, December 5th and Monday, December 19th.

B. Discussion Regarding Plans for Teen Services

Jayne Guidinger reported on ongoing teen activities at the library. Outreach to the high school will include a high school library advisory group.

C. Comparison of Library Self-Checkout Systems

The pros and cons of electromagnetic vs. RFID (radio frequency identification) self-checkout systems were reviewed. It was agreed that the library's technology reserve fund should continue to be developed.

D. Discussion Regarding Status of Staff Development/Board Development Goal

The progress report was presented for information. In regards to staff training, Sheila Dooley will look at past expenditures when budgeting to ensure there is adequate funding for training opportunities.

Corliss Marsh reported that the Friends of the Library would be hosting a volunteer appreciation Christmas party on Wednesday, December 14th, from 5:00 p.m. to 6:00 p.m. The next Friends' used book sale is scheduled for Saturday, December 3rd, from 10:00 a.m. to noon.

REPORTS

A. Materials Expenditures Report

The District materials budget was 26% expended as of 33% of the year.

B. Library District Financial Report

The report was presented for information.

C. Financial Report for The Dalles-Wasco County Library

The budget (excluding the contingency and unappropriated ending balance) was 30% expended as of 33% of the year.

ADJOURNMENT

At 5:32 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting is scheduled for Tuesday, January 10th at 3:30 p.m. at the Dufur School/Community Library.

APPROVED by the Wasco County Library District Board of Directors on the 10th day of January, 2011.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Corliss Marsh
Corliss Marsh, Chair

Mary Beechler
Mary Beechler, Vice-Chair

CeeCee Anderson
CeeCee Anderson, Board Member

Lynn Cotter
Lynn Cotter, Board Member

Abstain
Diana McElheran, Board Member