



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(503) 296-5481

MEMORANDUM

TO : Honorable Mayor and City
Council
Nolan Young, City Manager

DATE : February 10, 2009

FROM : Sheila Dooley, Library Director *SD*

RE : Library Board Meeting

Due to the weather, the Library Board meeting scheduled for today in Maupin has been rescheduled for next Tuesday, February 17th.

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

February 10, 2009

3:30 p.m.

Location: Southern Wasco County Library
410 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of January 13, 2009 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. DISCUSSION
 - A. Discussion Regarding Library Needs at Dufur and Maupin Identified during January 27th Work Session
 - B. Discussion Regarding Programming/Outreach Goal, Objective 5 Detail
 - C. Discussion Regarding Oregon Library Association Standards for Oregon Public Libraries
- V. LIBRARY DIRECTOR'S REPORT
- VI. SHARED CONCERNS OF THE BOARD
- VII. NEW BUSINESS
 - A. Fiscal Year 2009-2010 Budget Priorities
- 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

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

February 17, 2009

3:30 p.m.

Location: Southern Wasco County Library
410 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of January 13, 2009 Library Board Meeting Minutes
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MINUTES SUBJECT TO
COMMISSION APPROVAL
AT ITS NEXT REGULAR
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

February 17, 2009

COMMISSION PRESENT: Mary Beechler, Cindy Johnson, and Diana McElheran

COMMISSION ABSENT: CeeCee Anderson and Corliss Marsh

STAFF PRESENT: District Librarian Sheila Dooley, Dufur School/Community Librarian Louise Walkowiak, and Southern Wasco County Librarian Sarah Hennessey

GUESTS PRESENT: George Uhden and Library Clerk I Rita Squires

The meeting of the Wasco County Library Service District Board was called to order at 3:50 p.m. by Chairman Mary Beechler.

MINUTES

Sarah Hennessey said that her statement in the last sentence on page 3 of the January 13th meeting minutes should be corrected to read as follows: "Sarah Hennessey said that although the Library Board did address South County as an issue at the three retreats, it hadn't followed up on it at the Library Board meetings." Cindy Johnson made a motion to approve the minutes of the January 13th meeting as corrected. Diana McElheran seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

George Uhden, Maupin resident and former member of The Dalles-Wasco County Library Board, was introduced to the Board.

DISCUSSION

A. Discussion Regarding Library Needs at Dufur and Maupin Identified during January 27th Work Session

The library needs and related activities identified at the work session were reviewed by the Board. In regards to the monthly District newsletter (Library Need II, b), Rita Squires said she would find out the cost of printing the newsletter on a larger size of paper with a different color of masthead each month and a pull-out calendar. Mary

Beechler said she would like Sheila Dooley to include the newsletter costs in the proposed budget.

Sheila Dooley reported that programming materials used at The Dalles library would be provided to the other libraries (Library Need III, c). Mary Beechler said manipulatives should be generated at the District level.

Mary Beechler asked Sheila Dooley to include LEO membership in the proposed budget.

In regards to the annual District mailing (Library Need VII, c), Mary Beechler said she would like the first mailing to occur soon as the District is nearing the end of its second year of existence. Sheila Dooley said she would like the mailing to be part of the LSTA van project and paid for by the grant.

Rita Squires suggested that the mailing take the place of the June newsletter and include summer reading program plans.

Cindy Johnson said the mailing could include a report on the current stage of the van project. Sarah Hennessey stated that since public input is a part of the van project, a mailing could be tied to the grant in that way.

Mary Beechler reported that she had sent a letter to the City of Maupin regarding budgeting for a substitute at Maupin (Library Need VIII, a).

B. Discussion Regarding Programming/Outreach Goal, Objective 5 Detail

Sheila Dooley reported that two areas of activities had been added to Objective 5, which dealt with developing a strategic outreach plan for the District. These included implementing the van project, and addressing the library needs at Dufur and Maupin identified at the work session.

Mary Beechler asked about the types of collaborative activities that were occurring. LEO, Riverfest, and Oregon Cultural Trust programming were named as partnerships that had been developed since the objective was last discussed. Mary Beechler said she would like to see more partnerships with other groups such as 4-H.

Sarah Hennessey asked whether the District could be the applicant to the Oregon Cultural Trust. Rita Squires said that LEO is applying for a programming grant for the libraries. Sarah Hennessey said she would like to see more programs like the Bubble Man program, which will be presented at all 3 libraries at a reduced rate.

C. Discussion Regarding Oregon Library Association Standards for Oregon Public Libraries

Sheila Dooley reported that the State Library only collected statistics for headquarter libraries and had no statistics for branches. Sarah Hennessey asked if the OLA standards were changing. Sheila Dooley said she wasn't aware of any changes but these were the current standards.

LIBRARY DIRECTOR'S REPORT

The written reports for The Dalles, Dufur and Maupin libraries were presented for information. Mary Beechler asked Sarah Hennessey whether the audience at the upcoming programs would be told who was providing the funding for them. She felt it was important that the public know the programs were being provided by the Library District and not by the school.

Sarah Hennessey said she was planning to use Ready To Read Grant funding to have Diana McElheran present an art program at the Maupin library. She was concerned that there might be a possible conflict of interest as Diana McElheran is on the Library Board. Sheila Dooley will investigate this further.

Sheila Dooley reported that volunteers will be needed to read to classrooms for Read Across America Day. Louise Walkowiak said that the event will be held on March 5th this year.

NEW BUSINESS

A. Fiscal Year 2009-2010 Budget Priorities

Proposed budget priorities in the areas of library consulting services, annual mailing, training and conferences, public programming, capital outlay items, and software upgrades were reviewed. These items will be included in the budget for The Dalles library.

Mary Beechler said that hiring a consultant would result in a plan for the Board to work from. Diana McElheran said it would enable the Board to see new possibilities. Mary Beechler added that a consultant could show them alternative ways of handling the intergovernmental agreements and result in more streamlined agreements.

Mary Beechler asked if the proposed budget included a plan to rollover the copy machine. Sheila Dooley said the Friends of The Library leased the copy machine with 1 ½ years left on the lease. At that time, the library will budget for a copy machine.

Mary Beechler asked whether the library had a color laser printer. Rita Squires said there were two, one of which was new.

Mary Beechler asked if medical insurance costs had risen a lot in the proposed budget. Sheila Dooley said she didn't have the figures but the total personnel services category was not up a lot due to the library's part-time staff not filling the new full-time positions last year.

Mary Beechler asked about the Shaniko and Tygh Valley library outlets. Sheila Dooley said Shaniko basically closed down for the winter but there was some Internet use there. Tygh Valley has only one library volunteer left and the person couldn't keep up with the workload. The library was well used but not being maintained.

REPORTS

A. Materials Expenditures Report

The report was presented for information. The materials budget was 30% expended as of February 4th.

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 47% expended or encumbered as of 58% of the year.

George Uhden said the Board should keep in mind the hard economic times and the foreclosures to come. As taxpayers have 3 years to pay their property taxes, revenues might be down.

ADJOURNMENT

The next Board meeting was set for Tuesday, March 10th, at 3:30 p.m. at the Dufur School/Community Library.

At 4:46 p.m. the meeting was adjourned by Chairman Mary Beechler.