

AGENDA

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

June 9, 2009

3:30 p.m.

Location: Maupin Grade School Library
308 Deschutes Ave., Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of May 12, 2009 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. DISCUSSION
 - A. Discussion Regarding Staff/Board Development Goal Status
 - B. Review of LSTA Project Status
 - C. Discussion Regarding Vision/Master Plan
- IX. NEW BUSINESS
 - A. Proctoring Exams Policy
- X. REPORTS
 - A. Materials Expenditures Report
 - B. Library District Financial Report

C. Financial Report for The Dalles-Wasco County Library

XI. ADJOURNMENT

A. Set Next Meeting Date and Location

B. Adjourn

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

June 9, 2009

COMMISSION PRESENT: CeeCee Anderson, Mary Beechler, Corliss Marsh, and Diana McElheran

COMMISSION ABSENT: Cindy Johnson.

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

GUESTS PRESENT: None.

The meeting of the Wasco County Library Service District Board was called to order at 3:35 p.m. by Chairman Mary Beechler.

MINUTES

Mary Beechler made a correction to the minutes of the May 12th meeting on page 3, 8th paragraph, 2nd sentence. She stated that the garage sale held in Tygh Valley was biweekly, not weekly. The minutes were corrected to read as follows: "Mary Beechler said the Saturday stops in Tygh Valley are well timed as they will coincide with the biweekly garage sale held there."

Diana McElheran made a correction to the minutes on page 3, 4th paragraph, 3rd sentence. The minutes were corrected to read as follows: "Diana McElheran said she had discussed the idea of an adult story hour during lunch with Rita Squires."

Corliss Marsh made a motion to approve the minutes of the May 12th meeting as corrected. CeeCee Anderson seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

The written reports for The Dalles and Dufur libraries were presented for information.

Mary Beechler asked whether the Board needed to take any action regarding library services for the City of Mosier. Corliss Marsh said the Board should let the Mosier residents come forward and take the next step.

Mary Beechler asked if the countywide mailing had been sent out yet. Corliss Marsh said she had seen copies of the newsletter at the printer's earlier in the day. Sheila Dooley said the newsletter should be mailed out during the next few days.

Mary Beechler asked whether there were flyers posted advertising the outreach van service. Sheila Dooley said she thought there were but would discuss it with Suzy Goolsby.

There was a discussion of the outreach van schedule. Mary Beechler said that one of the stops, the Tygh Valley Day Care, would no longer be in operation after the end of the summer.

The tentative date for the Board to visit the Deschutes County Library was set for Thursday, July 30th. The alternative date is Wednesday, July 29th. Sheila Dooley said she would contact Todd Dunkelberg, the Deschutes County Library Director, to verify the date.

The Board members supported the idea of having a vendor set up an outdoor coffee cart at the library during Historic The Dalles Days. Mary Beechler suggested sending out a letter of interest to vendors.

Mary Beechler asked why password protection for the Wi-Fi service would be expensive. Corliss Marsh said the staff should be able to reset the password themselves. Mary Beechler said it would slow down off site usage and enable the staff to identify people using the Wi-Fi continuously. Sheila Dooley said she would ask Maggie Pando to find out the cost of password protection.

Sheila Dooley reported that DeOra Patton of Maupin should be contacting her regarding the Maupin library's audit and budget, which have yet to be received. The deadline for Library Board action on the proposed budget in the intergovernmental agreement was April 1st.

SHARED CONCERNS OF THE BOARD

Both Corliss Marsh and Mary Beechler offered to deliver donated books to the State Library for sending to Fujian Province, China. The State Library would be collecting used books through the end of August. Corliss Marsh said she would cull used books for this project from those donated to the Friends of the library.

DISCUSSION

A. Discussion Regarding Staff/Board Development Goal Status

There was a discussion of Objective 2, Activity 6: "Hold District staff meetings with agendas, minutes, and opportunities for employees to submit topics for consideration." Corliss Marsh said that the Open House held in December was not part of this activity. Mary Beechler said The Dalles held staff meetings while the Dufur and Maupin librarians attended Board meetings. Louise Walkowiak said she kept the other Dufur library staff member informed.

Diana McElheran said she supported holding an Open House. Corliss Marsh suggested that the next Open House be just for staff and Board members.

Corliss Marsh moved to delete Activity 6 under Objective 2. Diana McElheran seconded the motion and it was approved unanimously.

Mary Beechler said there was a need for more adult programming and asked whether there were workshops and trainings for program ideas. Diana McElheran suggested contacting larger libraries. Corliss Marsh questioned the number of adults who would participate in programs. CeeCee Anderson said the Oregon Reads author event in Hood River had a large turnout.

Corliss Marsh said there was a need for a large blow-up calendar of events. Mary Beechler suggested having event cards at the circulation desk. Corliss Marsh said event handouts could be displayed in pockets next to the calendar.

B. Review of LSTA Project Status

Sheila Dooley reported that the logo design for the van was being redone using a CD file copy. There was a problem with using the handheld scanner to circulate books but it was being resolved. Louise Walkowiak said that using a scanner didn't give the staff person any information on the patron, such as whether the patron had overdue books.

There was a discussion of the outreach van schedule, which would be reevaluated based on usage.

C. Discussion of Regarding Vision/Master Plan

The staff survey, master plan elements, and Feasibility Study statements regarding building the district's reserve fund were discussed. Mary Beechler asked if the cost of hiring a professional organizer to reorganize the staff workroom as suggested in the survey had been determined. Sheila Dooley said the workroom first needed to be cleaned out by the staff.

Mary Beechler asked how to deal with the need for adequate space at Maupin. Sheila Dooley said that there had been talk of building a library combined with another service. Mary Beechler suggested that the Board support Maupin as the plans develop.

In regards to digitalizing the local history collection, Mary Beechler suggested that the library seek grants through historical societies and do it as district wide project. Corliss Marsh suggested seeking funds from the local genealogical society. Sheila Dooley said she would discuss the idea with Lorna Elliott. Corliss Marsh said IMLS and Google were other possible sources of funds for labor and storage costs.

Mary Beechler said a tech savvy person would be needed to know the storage requirements, and how to link the information and make the database searchable. Sheila Dooley said she would discuss the project with Bryan Alexander of the ESD. Corliss Marsh suggested involving Google.

Mary Beechler suggested holding a work session at a later date to discuss the long range goals and prioritize them. Sheila Dooley said she would finish the draft of the master plan first.

Diana McElheran asked if the district was required to stand by the Feasibility Study recommendations in regards to Mosier. Sheila Dooley said the plan for Mosier was never completed as Mosier opted out of the district. Corliss Marsh said the Feasibility Study was for that period of time and the service plan was a justification of the \$.68 tax rate.

NEW BUSINESS

A. Proctoring Exams Policy

After a brief discussion, Corliss Marsh moved to approve the policy as proposed. CeeCee Anderson seconded the motion and it was approved unanimously.

Louise Walkowiak reported that Dufur's representative on the Board, Cindy Johnson, would be resigning from the Library Board due to family health reasons and her recent election to the Dufur School Board. She would continue to serve until a replacement is named. Sheila Dooley asked that Cindy Johnson submit a letter to the district. Sheila Dooley said she would inform Kathy McBride of the opening.

REPORTS

A. Materials Expenditures Report

The report was presented for information. The materials budget was 75% expended as of 92% 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 76% expended as of 92% of the year. Corliss Marsh suggested that the library lease a copy machine when the Friends of the Library's lease on the current machine expired next year.

ADJOURNMENT

The next Board meeting was set for Tuesday, August 18th, at 11:30 a.m. at the Dufur School/Community Library.

At 5:06 p.m. the meeting was adjourned by Chairman Mary Beechler.

APPROVED by the Wasco County Library District Board of Directors on the 18th day of August, 2009.

WASCO COUNTY LIBRARY SERVICE
DISTRICT BOARD OF DIRECTORS

Mary Beechler
Mary Beechler, Chair

Corliss Marsh
Corliss Marsh, Vice-Chair

CeeCee Anderson
CeeCee Anderson, Board Member

Cindy D Johnson
Cindy Johnson, Board Member

Diana McElheran
Diana McElheran, Board Member