

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

July 8, 2008

3:30 p.m.

Location: Dufur School/Community Library
802 NE 5th St., Dufur, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - A. Approval of June 10, 2008 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. DISCUSSION
 - A. Discussion Regarding Libraries of Eastern Oregon with LEO President Lyn Craig
 - B. Discussion Regarding Ready To Read Grant Program Meeting
- V. LIBRARY DIRECTOR'S REPORT
- VI. SHARED CONCERNS OF THE BOARD
- VII. OLD BUSINESS
 - A. Library Goals Spreadsheet
 - B. Wireless Access at The Dalles Branch
- VIII. NEW BUSINESS
 - A. Election of Officers

B. Recommendation Regarding Allocation of Library Materials Budget

IX. REPORTS

A. Materials Expenditures Report

B. Library District Quarterly Financial Report

C. Financial Report for The Dalles-Wasco County Library

X. ADJOURNMENT

A. Set Next Meeting Date and Location

B. Adjourn

MINUTES SUBJECT TO
COMMISSION APPROVAL
AT ITS NEXT REGULAR
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT
BOARD MEETING MINUTES

July 8, 2008

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

COMMISSION ABSENT: CeeCee Anderson

STAFF PRESENT: District Librarian Sheila Dooley and Southern Wasco County Librarian Sarah Hennessey

GUESTS PRESENT: LEO representatives Lyn Craig and Susan Brown

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

MINUTES

Corliss Marsh made a motion to approve the minutes of the June 10th meeting. Cindy Johnson seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

LEO (Libraries of Eastern Oregon) President Lyn Craig and Treasurer Susan Brown were introduced to the Board.

DISCUSSION

A. Discussion Regarding Libraries of Eastern Oregon with LEO President Lyn Craig
Lyn Craig explained that the LEO group had its origins in 2000 when a group of librarians from 10 eastern Oregon counties met to study forming a library district. Although there was a lack of public support for a district, a non-profit group was formed and continued to meet.

The LEO group has been involved in many successful grant projects and partners with other organizations such as OMSI and the Smithsonian to bring programming to eastern Oregon libraries. LEO membership now includes 14 counties and 47 public libraries. An

endowment fund has been established. Mary Beechler asked whether LEO is just about programming. Lyn Craig answered that LEO is also involved in videoconferencing and technology, and functions like an ESD does for the schools.

Mary Beechler asked if LEO as a non-profit operates with no government funding. Lyn Craig said they have received funding from the IMLS (Institute of Museum and Library Services), which is government funding.

Sheila Dooley asked whether LEO is accepting new members. Lyn Craig said the LEO Board is very receptive to new members. There would be a \$500 annual fee for the Wasco County Library District to join.

Mary Beechler asked if LEO programs are done in both schools and public libraries. Lyn Craig said they could be done either place. Sarah Hennessey asked about the computer needs for programming. Lyn Craig answered that DSL or higher Internet access and a videoconferencing unit would be needed. The videoconferencing units cost \$3,300 and LEO has grant funds to purchase 12 of them. Corliss Marsh stated that the schools have videoconferencing units. Lyn Craig suggested having a program at the school for students during the day and one for the community at night.

Corliss Marsh made a motion to join LEO as a library district and dispense \$500. Cindy Johnson seconded the motion and it was approved unanimously.

Lyn Craig stated that a district representative would be needed on the LEO Board. The next LEO meeting will be in Prineville on September 9th from 9:30 a.m. to 2:30 p.m. Sheila Dooley will send Lyn Craig a roster of the Board members and information on local videoconferencing unit locations.

B. Discussion Regarding Ready To Read Grant Program Meeting

There was a discussion of the letter received by Mary Beechler from Jim Scheppke of the Oregon State Library dated June 25th. This letter was the outcome of a conference call on June 20th in which the district's participation in the Ready To Read program was discussed.

Due to the district's organizational structure, it was determined that 4 separate Ready To Read applications, 4 Statewide Database Licensing program applications, and 4 annual statistical reports will be required. The 3 branch libraries and the district will be treated as separate entities. In his letter, Jim Scheppke urged the Board to continue advocating for a more consolidated district system to avoid unnecessary duplication of staff effort.

Mary Beechler stated that Jim Scheppke had sent the letter because he wanted to go on record with his opinion but it was felt that the tone of the letter was too harsh.

Sarah Hennessey reported that the City of Maupin needed to pass an ordinance establishing the library. The legal fees involved in doing this are not in the budget.

Sheila Dooley asked whether the Dufur library needed to pass a similar resolution. Cindy Johnson will talk to the Superintendent about it.

LIBRARY DIRECTOR'S REPORT

In regards to the plan to visit the Mosier City Council in the fall, Mary Beechler brought up the financial effect of adding Mosier to the district. She suggested the outreach van as one means of serving Mosier. Sheila Dooley said the district could provide programming to Mosier and perhaps have library services located at the school. A Gorge LINK computer could be provided in the existing library building.

Mary Beechler asked about the status of the intergovernmental agreements. The Dalles and Maupin agreements have been approved. The status of the Dufur agreement is unknown as Louise Walkowiak is out of town due to a family illness. Sheila Dooley will email Louise Walkowiak regarding the status of the intergovernmental agreement.

Mary Beechler asked whether the library had heard back regarding the Trust Management Services grant application. Sheila Dooley said they would be making a decision at the end of July.

OLD BUSINESS

A. Library Goals Spreadsheet

Mary Beechler presented the Library Goals spreadsheet. She said it included the draft of a new objective under the governance goal related to funding a library consultant. Corliss Marsh suggested reviewing one goal per month starting in August with the programming goal.

B. Wireless Access at The Dalles Branch

The Library Board reviewed the written report regarding Wi-Fi access at The Dalles branch. John Amery at NetConnect estimated the cost of installing a Wi-Fi hotspot at \$500 to \$600 for electrical wiring with a \$25 ongoing cost. This level of service would accommodate 10 to 12 users at a time.

Mary Beechler asked if there is funding in the budget to cover this expenditure. Sheila Dooley said that there will be funding when the district funds are received in November. Corliss Marsh asked whether there would be access outside on the deck. Sheila said she was told that the access would just be on mezzanine and inside the building on the main floor. Cindy Johnson said 10 to 12 users at a time should be enough.

In regards to achieving the goal of wireless access at all the branches, Mary Beechler said she assumed that the Dufur branch was wireless. Sarah Hennessey said she sends anyone who wants wireless access in Maupin to the City Park as it is available there.

NEW BUSINESS

A. Election of Officers

Diana McElheran made a motion to reelect Mary Beechler as Chairman and Corliss Marsh as Vice Chairman. Cindy Johnson seconded the motion and it was approved unanimously.

B. Recommendation Regarding Allocation of Library Materials Budget

Sheila Dooley presented a proposal to distribute the materials budget for FY 2008-2009 based on the school district populations with a \$10,000 minimum. The State Librarian had suggested using the school district boundaries to establish the service areas of the three branch libraries. Using this formula, the Dufur branch would receive \$10,000, the Maupin branch would receive \$11,321, and The Dalles branch would receive \$81,967.

Mary Beechler asked about book funds for the Tygh Valley and Shaniko stations. Sheila Dooley said that some reference books and requested books had been purchased but there was a concern with buying books that wouldn't be available to patrons at the other district libraries.

Diana McElheran supported setting a minimum funding amount for the Dufur branch, as it is still catching up in developing its collection. Sheila Dooley said the staff could set aside donated bestsellers for Dufur. Diana McElheran said these could also be sent to Tygh Valley and Shaniko.

There was a consensus of the Board to accept the recommendation for allocating the materials budget as presented.

REPORTS

A. Materials Expenditures Report

The financial report showing materials expenditures was presented for information. As of 100% of the year, the total materials budget was 98% expended.

B. Library Financial Report

The printout of library district revenues and expenditures was reviewed by the Board. The report showed an ending balance of \$108,456 as of the end of the fiscal year.

C. Financial Report for The Dalles-Wasco County Library

As of 100% of the year, the budget was 72% expended. Excluding the contingency and unappropriated ending balance, the budget was 86% expended. Several invoices including the final Gorge LINK invoice have yet to be received.

The Library Board reviewed the comments from the Library Advisory Council regarding the LSTA grant proposal for the outreach project. It was suggested that the fact that the stations are unmanned and irregularly open be included. The grant application should clarify the fact that the grant request is not for a full sized bookmobile. There was a discussion regarding buying a vehicle that runs on biodiesel. The distances involved in serving Wasco County residents need to be defined.

ADJOURNMENT

At 5:35 p.m. the meeting was adjourned by Chairman Mary Beechler. The next meeting will be held on Tuesday, August 12th at 3:30 p.m. at The Dalles branch.