

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

September 2, 2008

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 July 8, 2008 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. DISCUSSION
  - A. Discussion Regarding Goal Status
- V. LIBRARY DIRECTOR'S REPORT
- VI. SHARED CONCERNS OF THE BOARD
- VII. NEW BUSINESS
  - A. Recommendation Regarding Behavior in the Library Policy
- 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

MINUTES SUBJECT TO  
COMMISSION APPROVAL  
AT ITS NEXT REGULAR  
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT  
BOARD MEETING MINUTES

September 2, 2008

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

COMMISSION ABSENT: None

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

GUESTS PRESENT: Library Clerk I Barbara Telfer

The meeting of the Wasco County Library Service District Board was called to order at 4:14 p.m. by Chairman Mary Beechler.

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MINUTES

Diana McElheran made a motion to approve the minutes of the July 8th meeting. Corliss Marsh seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

Library Clerk I Barbara Telfer was introduced to the Board.

DISCUSSION

A. Discussion Regarding Goal Status

There was a discussion of the Programming/Outreach Goal. Barbara Telfer reported on activities planned for teens, including forming a Youth Advisory Board, celebrating Teen Read Week, designing a graphic novel, and presenting programs such as fly tying. CeeCee Anderson suggested having related books at the programs such as fishing books at the fly tying event.

Barbara stated that the Youth Advisory Board would fit in with the mentoring and career involvement programs at the high school.

A draft of the first district newsletter was presented to the Board. CeeCee Anderson suggested including the names of the articles' authors. Barbara Telfer said the newsletter could be a means of accessing patrons' book recommendations.

Mary Beechler said that the newsletter could be printed in color for distribution at local businesses and the courthouse. Sarah Hennessey would like copies for Maupin's Riverfest celebration.

Corliss Marsh said the Friends of The Library should have a column in the newsletter. Library Board members should be listed on the footer and members could take turns writing a column. Mary Beechler added that contacting Board members should take place through the library.

There was a discussion of how to include teens from other areas in the programming. Diana McElheran said teens could be reached during lunch hour at school. Mary Beechler suggested including teens from Dufur and Maupin on the Youth Advisory Board. Sheila Dooley suggested purchasing another videoconferencing unit to use with a district wide book club.

In regards to Library2Go, Sheila Dooley said there will soon be MP3 players for the libraries to loan to patrons. Louise Walkowiak said she would like to start with 3 players at Dufur and Sarah Hennessey would like 2. Maggie Pando will help the libraries with the Library2Go program.

There was a discussion of the status of the Staff Development/Board Development Goal. Sheila Dooley explained what urban renewal is and its impact on the library district, and stated that City Manager Nolan Young offered to discuss it at a Board meeting. The Board agreed that receiving further information is not necessary.

Mary Beechler asked about plans for a district wide staff meeting. Sarah Hennessey said she considered its purpose as being to fill a social need as opposed to being a training session. Mary Beechler said to include the Library Board. The Board discussed meeting in the fall before December.

Sheila Dooley reported that Barbara Telfer had prepared a procedures manual for use at the circulation desk. Barbara Telfer said the manual also included a listing of Wi-Fi hot spots.

Corliss Marsh suggested using the website's plinkit program as part of the next library open house. Louise Walkowiak said the library sites on plinkit need to be uniform. Sarah Hennessey suggested that the Dufur Library information be given to Tara Severson for addition to the site.

Sheila Dooley reported that staff training sessions in using the EBSCO Host databases, Internet scheduling software, and microfilm reader printer are being arranged. Maggie Pando will assist Sarah Hennessey in using EBSCO Host.

## LIBRARY DIRECTOR'S REPORT

The written reports were presented for information.

## SHARED CONCERNS OF THE BOARD

Sarah Hennessey reported that the status of the establishment ordinance needed for the Maupin Library's Ready To Read Grant is unknown. She said that the Maupin Attorney stated that the ordinance needed to be on file with the State Library before the City of Maupin can approve it. MaryKay Dahlgreen at the State Library will be contacting Sarah Hennessey regarding the ordinance.

Louise Walkowiak said she has copies of the documentation needed for the Dufur Library's Ready To Read grant. She assumes that State Library also has copies as the Dufur Library has been receiving grants for the past 19 years.

## NEW BUSINESS

### A. Recommendation Regarding Behavior In The Library Policy

Sheila Dooley said that the draft of the policy was reviewed by the City Attorney. The policy is intended to treat patrons equally without leaving too much up to the discretion of the staff, as a policy that is too subjective could be grounds for a challenge.

CeeCee Anderson said she remembered a ruling that said people could legally call each other names. Sheila Dooley said a statement regarding threatening language had been removed from the proposed policy as it could be challenged as a freedom of speech issue.

Corliss Marsh questioned rule number 12, which stated that food or drink is not allowed in the library building. Sheila Dooley suggested that the words "public spaces except the meeting room" be added. Corliss Marsh said the meeting room is not part of the public space as people have to sign up to use it.

CeeCee Anderson moved that the policy be approved with rule number 12 amended as follows: "No food or drink of any kind is allowed inside the public areas of the library building." Cindy Johnson seconded the motion and the policy was approved unanimously.

Mary Beechler questioned rule number 19, which regarded excluding patrons with offensive body odor. Sheila Dooley stated that the City Attorney said this type of rule has been challenged but could be left in the policy.

## REPORTS

### A. Materials Expenditures Report

The financial report showing materials expenditures was presented for information.

### B. Library Financial Report

The printout of library district revenues was reviewed by the Board. The library district had an unaudited ending balance of \$137,775 as of the end of the fiscal year. This compared to an anticipated ending balance of \$103,288.

C. Financial Report for The Dalles-Wasco County Library

As of 17% of the year, the budget was 15% expended, excluding the contingency and unappropriated ending balance.

ADJOURNMENT

At 5:20 p.m. the meeting was adjourned by Chairman Mary Beechler. The next meeting will be held on Tuesday, October 14<sup>th</sup> at 4:00 p.m. at the Maupin branch.