

A G E N D A

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING

August 14, 2007

4:00 p.m.

Location: Southern Wasco County Library  
410 Deschutes Avenue, Maupin, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of June 12, 2007 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. LIBRARY DIRECTOR'S REPORT
- V. SHARED CONCERNS OF THE BOARD
- VI. VISITORS' BUSINESS
  - A. Discussion of Gorge LINK System Conversion with System Manager Jayne Guidinger
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
  - A. Ready To Read Grant Application
  - B. Collection Development Guidelines
- IX. REPORTS
  - A. Corvallis Library Visit

MINUTES SUBJECT TO  
COMMISSION APPROVAL  
AT ITS NEXT REGULAR  
SESSION

WASCO COUNTY LIBRARY SERVICE DISTRICT

BOARD MEETING MINUTES

August 14, 2007

COMMISSION PRESENT: Chairman Mary Beechler, Cindy Johnson, Corliss Marsh,  
and Becky Roberts

COMMISSION ABSENT: CeeCee Anderson

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

GUESTS PRESENT: Gorge LINK System Manager Jayne Guidinger

The meeting of the Wasco County Library Service District Board was called to order at  
3:03 p.m. by Chairman Mary Beechler.

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MINUTES

Corliss Marsh made a motion to approve the minutes of the June 12<sup>th</sup> meeting. Becky  
Roberts seconded the motion and it was approved unanimously.

RECOGNITION OF VISITORS AND INTERESTED PARTIES

Gorge LINK System Manager Jayne Guidinger was introduced to the Board.

LIBRARY DIRECTOR'S REPORT

Sheila Dooley reported the following:

- the ADA door openers on the main library doors at The Dalles branch have been replaced.
- a video security system is being installed by Columbia River Electric at a cost of \$2,585. The cameras and recording device were donated.
- the State Library Board of Trustees held its June 21<sup>st</sup> meeting at The Dalles branch and approved a new LSTA five-year plan. State Librarian Jim Scheppke will attend the District's October Board meeting to discuss possible grant projects.
- the Friends of The Library paid for a new library storage building which was built by Gordon Construction.
- the Friends' book sale on July 14<sup>th</sup> raised \$591 for the library.

- of the 5 programs held in Maupin, the one having the best attendance was the bug program, followed by the Harry Potter program. Mary Beechler said she would like to have bugs for the Maupin School.
- during the Summer Reading Program, there were children having to travel long distances to attend.
- plans are being made to bring children to the library from the Maupin School starting in January. Another idea is to check out books to the school classrooms and take them to the school.
- Maggie Pando has been working on maintaining the computers at Maupin.
- Lou Confer is about half way through the catalog conversion project and is currently working on the non-fiction collection.

Louise Walkowiak asked whether the annual statistical report to the State Library next year will be one district wide report or individual library reports. Sheila Dooley will ask the State Library about it.

#### SHARED CONCERNS OF THE BOARD

Corliss Marsh said her address is listed incorrectly on the roster. She lives on 21<sup>st</sup> St., not 20<sup>th</sup> St. She also asked that an off-hours number for the library be included.

Becky Roberts asked what the Library Board is supposed to be doing. The Board referred to the draft of the IGA which lists developing district wide policies for the libraries. Mary Beechler said the libraries are using the status quo for now.

#### VISITORS' BUSINESS

##### A. Discussion of Gorge LINK System Conversion with System Manager Jayne Guidinger

Jayne Guidinger reported that the Gorge LINK libraries will be migrating to Symphony, a new web based software product. The "go live" date was December 5<sup>th</sup> but may be one month later. Louise Walkowiak asked if the college is a Gorge LINK member. Jayne said the college used to be in Gorge LINK but is now on a system with PCC. One advantage of the new system will be its ability to do global searches by linking to and searching other library catalogs and databases at the same time.

Mary Beechler asked if the Shaniko station is part of Gorge LINK. Sheila Dooley said Shaniko lacks high speed Internet, a requirement for Gorge LINK membership. At Shaniko the Gorge LINK catalog can be searched over the web and books requested. Jayne Guidinger suggested having a senior volunteer deliver books to Shaniko from Maupin.

Mary Beechler asked if the new system will target certain browsers. Tygh Valley Community Center has a MacIntosh. Jayne Guidinger said that shouldn't be a problem.

Jayne Guidinger stated that another advantage of the new system will be timing software for the Internet. This will enable the libraries at Hood River and The Dalles to control who accesses the Internet and for what amount of time.

## NEW BUSINESS

### A. Ready To Read Grant Application

Sheila Dooley reported that the grant application had been developed by Suzy Goolsby and the Librarians at Dufur and Maupin. It includes an early literacy project and a summer reading program.

Louise Walkowiak said the early literacy program includes puppet racks and puppets that rotate between the libraries but aren't checked out. Mary Beechler said the rural communities need guest programs and asked if there would be a larger number of programs than at the present time. Sheila Dooley said there would be at least 12 guest programs: 3 preschool programs and 9 summer reading programs. Funding for books is also included.

Corliss Marsh made a motion to proceed with the Ready To Read Grant Application for 2007-2008. Becky Roberts seconded the motion and it was approved unanimously.

### B. Collection Development Guidelines

The Library Board reviewed the Collection Development Guidelines. Separate sections for Tygh Valley and Shaniko were not included as their collections are not cataloged. Jayne Guidinger asked if MP3 players are included in the guidelines. Sheila Dooley said a reference on page 5 to purchasing materials "in different formats in order to keep up with the demand for current technology" was included instead. Jayne Guidinger said the next step will be to catch Ipod readers with Playaways.

Corliss Marsh made a motion to amend the bylaws to read "The Library Board will annually review all policies." Becky Roberts seconded the motion and it was approved unanimously.

## REPORTS

### A. Corvallis Library Visit

There was a discussion of the Board's visit to the Corvallis and Philomath libraries on August 3<sup>rd</sup>. Corliss Marsh said the Philomath library building had been built by community members, similar to how Habitat builds houses. Mary Beechler said if a facility looks good, that makes all the difference.

In regards to the bookmobile, Sheila Dooley suggested applying for grant for a van that could carry books and program supplies but would get better mileage. Corliss Marsh suggested a Sprinter van. Mary Beechler said it could be used to carry crates of books around rather than being used to check out books.

Sheila Dooley reported that Corvallis has one Friends of The Library group for the district and includes a representative from each area.

The Corvallis librarians had suggested that a sandwich board be set up on the sidewalk when presenting programs. Mary Beechler said this would enable the parents to know that the program was provided by the Library District.

Mary Beechler said she would like to make the read posters for the school. Sheila Dooley will email Mary Beechler and Louise Walkowiak as soon as the State Library sends her information on the poster software.

In regards to having a separate wireless network for laptops at the library, Sheila Dooley said she is concerned about the erate filtering requirement. Mary Beechler said the school's wireless network is filtered. Sheila will have Maggie Pando look into this for The Dalles library.

Sheila Dooley reported that that a copy machine could be leased through the State Purchasing Contract if the lease was with the library itself, not the Friends of The Library.

#### B. Financial Report

The Library Board reviewed the report showing materials expenditures by library. As of August 10<sup>th</sup>, \$3,205.95 had been spent district wide. In addition, during July the Dalles library spent the remainder of the Trust Management Services Grant.

#### C. Status of Intergovernmental Agreement

The draft of the agreement for The Dalles library was included in the Board packet. On August 24<sup>th</sup>, a meeting to discuss the Intergovernmental Agreement for the Maupin library will be held. The agreement with Dufur will be done next. In regards to the IGA, Mary Beechler asked when the performance evaluation of the Librarian would be done. Corliss Marsh said that one year would be next May.

Louise Walkowiak asked if the books received by the Dufur School would be audited. Sheila Dooley said The Dalles library is audited as part of the City of The Dalles audit. Mary Beechler asked if Tygh Valley should sign off on books received. Sheila Dooley will send copies of the invoices of books purchased for Tygh Valley to the Community Center.

#### ADJOURNMENT

At 4:58 p.m. the meeting was adjourned by Chairman Mary Beechler. The next meeting is scheduled for Tuesday, September 11<sup>th</sup> at 3:30 p.m. at the Dufur School Community Library. Corliss Marsh will be unable to attend. Sheila Dooley will verify that there will be a quorum as Becky Roberts may not be able to attend either.