

## A G E N D A

### WASCO COUNTY LIBRARY SERVICE DISTRICT

#### BOARD MEETING

October 9, 2007

3:30 p.m.

Location: The Dalles-Wasco County Library  
Meeting Room, 722 Court St., The Dalles, Oregon

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - A. Approval of September 25, 2007 Library Board Meeting Minutes
- III. RECOGNITION OF VISITORS AND INTERESTED PARTIES
- IV. DISCUSSION
  - A. Discussion Regarding Library District Issues With State Librarian Jim Scheppke
  - B. Discussion Regarding Library District Audit Services
- V. LIBRARY DIRECTOR'S REPORT
- VI. SHARED CONCERNS OF THE BOARD
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
  - A. Maupin Funding Request
  - B. Materials Retention Policy
- IX. REPORTS

A. Financial Report

B. Status of Intergovernmental Agreements

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

October 9, 2007

COMMISSION PRESENT: CeeCee Anderson, Chairman Mary Beechler, and Corliss Marsh

COMMISSION ABSENT: Cindy Johnson and Becky Roberts

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

GUESTS PRESENT: Maupin City Recorder DeOra Patton and State Librarian Jim Scheppke

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

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#### MINUTES

Corliss Marsh made a motion to approve the minutes of the September 25th meeting. CeeCee Anderson seconded the motion and it was approved unanimously.

#### RECOGNITION OF VISITORS AND INTERESTED PARTIES

Maupin City Recorder DeOra Patton and State Librarian Jim Scheppke were introduced to the Board.

#### DISCUSSION

##### A. Discussion Regarding Library District Issues With State Librarian Jim Scheppke

Jim Scheppke congratulated the Board on the Library District's success. He said that grants are available through the State Library to help districts get off to a good start. One grant idea for our district would be to fund a consultant to develop a long term



- the library will be receiving \$325 from the Oregon Department of Justice for the purchase of music products as part of an antitrust case settlement. Louise Walkowiak asked if there are restrictions on the kind of music products purchased. Sheila Dooley said she didn't think so.
- Photoshop software would be required to print the Read posters but an alternative would be to have a print shop install the Read poster software then uninstall it afterwards. Jim Scheppke said a CD file could be created and taken to a printer.
- the Shaniko station has been set up with computer and Internet access and a collection that focuses on high interest non-fiction titles for adults, children's picture books and 4-H project books. The library is developing the collection in coordination with the South County 4-H group.
- a Halloween promotion is planned at Canyon Rim Assisted Living Center in Maupin from 5:30 to 7:00 p.m. on October 31<sup>st</sup>.
- a Friends of The Library book sale is planned for Saturday, October 20<sup>th</sup>.
- the Library Foundation is selling 2008 Celilo Falls calendars donated by Chuck Williams for \$12 each. The funds raised could be used for district wide project.
- the proof of a letterhead design has been prepared by Morin Printing. Corliss Marsh suggested fading out the design's edges. Louise Walkowiak suggested adding cherries. Mary Beechler would like a library icon included. De Ora Patton suggested adding a rafting design.

Corliss Marsh asked if all of the Warm Springs Indian Reservation is included in the Jefferson County Library District. Sheila Dooley said the boundaries on the district map appear to indicate so. Sarah Hennessey said that Warm Springs children attend school in Maupin. Jim Scheppke suggested having a reciprocal borrowing agreement with Jefferson County. Mary Beechler said an exception could be made for the students. Jim Scheppke said the advantage to an agreement would be more leverage if books were not returned.

## NEW BUSINESS

### A. Maupin Funding Request

DeOra Patton presented a request for increasing the funding for the Maupin library to \$36,971, which would be an increase of \$14,199 over the amount currently budgeted (\$22,772). The reason for the request is that at \$7.80 per hour the Maupin Librarian's salary is not in line with what other libraries pay and \$14.00 per hour would be a fair wage. The request includes \$4,355 for administrative costs that the library would pay as a department of the City of Maupin. All Maupin City departments are charged an administrative fee.

The library is currently run by a non-profit organization, the Southern Wasco County Library Board. When the City of Maupin was approached by the Library Board, they were told that the City would be compensated.

Mary Beechler asked if the Southern Wasco County Library Board had become a Friends of The Library group. DeOra Patton said it hadn't since the intergovernmental agreement had not been signed yet.

Sheila Dooley read a memo from City Manager Nolan Young expressing concern with the request. The intent has been that agencies sponsoring branch libraries in the district pay for the overhead costs so that all tax dollars raised could be applied to providing library services. He expressed concern with varying from that policy and encouraged the Board to resist doing so.

Mary Beechler agreed that this was a "slippery slope." Jim Scheppke stated that there could be some type of administrative fee. Louise Walkowiak said the City of Dufur had charged an administrative fee to operate the public library.

Sheila Dooley stated there was \$17,108 in contingency funds in addition to the unappropriated balance.

Mary Beechler expressed support for the librarian part of the request. Jim Scheppke suggested recommending a one-year commitment in order to be fair to the City of Maupin and Maupin librarian and to get through the next year. He said other options could be kept open and he didn't want to set a precedent.

CeeCee Anderson made a motion to recommend approval of the proposed revised budget for fiscal year 2007-2008. Corliss Marsh seconded the motion and it was approved unanimously.

#### B. Materials Retention Policy

Sheila Dooley presented the proposed Materials Retention Policy to the Board. Corliss Marsh made a motion to approve the proposed policy, CeeCee Anderson seconded it, and the motion was approved unanimously.

### REPORTS

#### A. Financial Report

The Library Board reviewed the report showing materials expenditures by library. As of October 4th, \$12,776.39 had been spent district wide.

#### B. Status of Intergovernmental Agreement

DeOra Patton reviewed the proposed agreement with the Board. The following were the suggested changes:

Section 4.3, Administrative and Overhead Costs, Jim Scheppke suggested that the hours be tracked and billed in order to make them a direct cost.