

THE DALLES - WASCO COUNTY LIBRARY

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AGENDA

Library Board Meeting

May 10, 2005

4:00 p.m.

- I. CALL TO ORDER
- II. MINUTES – April 12, 2005
- III. LIBRARY DIRECTOR'S REPORT
- IV. SHARED CONCERNS OF THE BOARD
- V. BUSINESS
 - A. Internet Computer Use Policy
- VI. REPORTS
 - A. Friends Of The Library
 - B. Library Foundation
 - C. Financial Report
 - D. Title List Of Books Purchased
 - E. Quarterly Circulation Report
- VII. ADJOURNMENT

MINUTES SUBJECT TO
COMMISSION APPROVAL
AT ITS NEXT REGULAR
SESSION

Library Board Meeting
May 10, 2005

COMMISSION PRESENT: Ross Cain, Chairman Corliss Marsh, Patricia Pfenning, and Vi Smith

COMMISSION ABSENT: CeeCee Anderson

STAFF PRESENT: Library Director Sheila Dooley

The meeting was called to order at 4:02 p.m. by Chairman Corliss Marsh.

MINUTES

Corliss Marsh made a motion to approve the minutes of the April 12th meeting. Ross Cain seconded the motion and it was approved unanimously.

LIBRARY DIRECTOR'S REPORT

Sheila Dooley reported that:

- Libraries Of Eastern Oregon (LEO) has invited a library staff member or library supporter to attend an expense paid, interactive video conferencing program to be presented by OMSI and LEO on May 12th in Pendleton. None of the Board members are available to attend.
- on April 12th Corliss Marsh, Scott McKay and Sheila Dooley attended a special Maupin City Council meeting to hear the presentations by the two proposers for the Library Consultant contract: Ruth Metz of Ruth Metz Associates and LEO. On April 19th the Maupin City Council voted to select Ruth Metz as the consultant for the library study. The City of The Dalles has been asked to act as fiscal agent for the project due to the focus on forming a library district.
- On May 9th The Dalles City Council voted to have the City of The Dalles become the fiscal agent for this project. Ruth Metz will start working on the library study project during June. Patricia Pfenning pointed out that the May vote on a library district will take place after the budget process. Sheila Dooley said the proposed budget will most likely include some library funds in case the district vote fails. Patricia asked about the limitations on the grant funds and whether they could be used for public relations purposes. Sheila said they had to be used for grant related purposes but not for promoting a "yes" vote on the district.

- at Wasco County's budget meeting on April 20th the County's funding for the library was approved at the \$138,821 level. The County is still waiting for receipt of aluminum plant property taxes owed. Sheila Dooley gave the Board a copy of the list of cuts made to balance the library budget. The library has received almost \$1,900 in donations from the public. Corliss Marsh asked that these funds be earmarked for purchasing books.
- Sue Ann Arguelles is now working part-time at City Hall for the Finance Dept. in addition to her part-time clerical job at the library. As she is no longer doing the library's janitorial work, Alvin Tetzloff has been hired on a temporary basis. Patricia Pfenning asked if any other of the staff members spoke Spanish. Sheila Dooley said Maggie Pando speaks a little Spanish. Hispanic patrons tend to come in when Sue Ann Arguelles is working.
- some teenagers found out what the library's Internet password was and were able to bypass the filter to access chat rooms. The password has been changed but there is still a problem with teenagers accessing inappropriate sites. Maggie Pando is working with the filter vendor and is adding sites to the list of blocked sites.
- City Internet filters have been put in the staff computers as there is no annual fee involved.
- the library received several children's books as part of the Sister City Exchange with Ikeda, Japan and in return gave several RIF books to the guests to take back to Japan.
- on June 4th the college's adult literacy program will be holding a reception on the library deck and selling a book written by the class.
- Gorge LINK will be hosting library system software vendor demonstrations on May 19th, May 26th, June 2nd, and June 9th. Board members are welcome to attend.
- Summer reading program flyers are being sent to area schools for the classrooms.

SHARED CONCERNS OF THE BOARD

Corliss Marsh reported on the Citywide garage sale scheduled to be held in the library's upper parking lot as a benefit for the Civic Auditorium. She said that Crystal Davis has proposed making it a benefit for the Friends Of The Library instead. Citizens will be renting tables for their sale items. Leftover items can be given to the Library Foundation for a future sale. Sheila Dooley will inform City Manager Nolan Young of the change.

BUSINESS

A. Internet Computer Use Policy

There was a review of the revised Internet Computer Use Policy. Corliss Marsh suggested that the policy be posted next to each Internet station. Patricia Pfenning asked why minors were defined in the policy as those under the age of 17. Sheila Dooley said that the Supreme Court had set 17 as the minimum age for unfiltered Internet access.

Corliss Marsh asked if the library kept a list of children whose parents did not want to have Internet access. Sheila said a list has been kept in the past but the staff usually knows who the children are without it.

The Board agreed with the rule that minors should not agree to get together with someone they meet online at the library no matter what the circumstances might be.

REPORTS

A. Friends Of The Library

Corliss Marsh reported that there would be a Chautauqua program on May 14th at the library on the topic of apples. Vi Smith said the Friends had taken the staff to breakfast. Corliss Marsh complimented Sue Ann Arguelles for the newsletter she had written for the Friends. She asked Sheila to add the names of recent donors to the newsletter mailing list.

Sheila Dooley reported that the Friends had purchased a rolling cart for supplies and a library trivia game for Suzy Goolsby to use during the summer reading program.

Next year the National Library Week event will be advertised more in advance.

Corliss Marsh suggested recruiting more Friends Of The Library members before the library district planning starts.

B. Library Foundation

Sheila Dooley said the Foundation received a \$2,500 grant for children's books and a new bookcase. Corliss Marsh said it would help make up for some of the \$7,000 lost from the book budget. There will be a related newspaper article and photograph when the books arrive.

Sheila Dooley said the library had also received \$230 for mystery books in memory of Dr. Rice.

Corliss Marsh asked whether the Foundation will be having a garage sale. Sheila Dooley said no date has been set yet.

C. Financial Report

The financial report showed 76% of the budget either spent or encumbered as of 83% of the year. Adding the \$10,000 carryover to the total increases the percentage to 78%. The buildings maintenance and book line items are being watched closely in order to save \$10,000 to carryover into next year's budget.

D. Title List Of Books Purchased

The title list was presented for information. The music CDs received from the State Library were cataloged by volunteer Tim Brown who donated 32 hours during April.

E. Quarterly Circulation Report

The quarterly circulation report showed a 4% decrease from last year due to a decrease in the circulation of adult fiction and audio books for the quarter. Corliss Marsh asked if the audio exchange referred to the books on tape. Sheila Dooley said the audio exchange was made up of abridged books on tape that are checked out on the honor system, unlike the cataloged books on tape.

Corliss Marsh asked if any Board members terms were expired. Sheila Dooley said Cee Anderson's and Patricia Pfenning's terms were up for renewal. Patricia Pfenning said she didn't want to be reappointed due to having to drive in from Dufur for meetings. Sheila Dooley said the Wasco County Court hasn't appointed a replacement yet. Corliss Marsh asked whether the County has advertised it. Sheila said she didn't think so although one person has applied.

ADJOURNMENT

At 4:46 p.m. the meeting was adjourned by Chairman Corliss Marsh. The next meeting will be scheduled when the Library Consultant is ready to meet with the Board.