

THE DALLES-WASCO COUNTY LIBRARY

East Seventh Place and Court Street

The Dalles, Oregon 97058

Telephone (503) 296-2815

AGENDA

LIBRARY BOARD MEETING

August 8, 1984

1. Shared concerns of library board members.
2. Minutes of July meeting.
3. Monthly circulation report.
4. Monthly budget report.
5. Title list of books selected for purchase.
6. Review of library board policies.
7. Goals and long range plan.
8. Reports:
 - a. Annual report.
 - b. Resource/reference librarian.
 - c. MCCOG work crew will be at the library August 13th - August 16th.
 - d. Costs of distributing a flyer to the county.

scheduling an in-service training session for the library staff on using the TRS-80 computer. Agnes Schlichting said that she would be interested in attending also.

Bill Bell reported that the request to purchase an Apple II computer with Treaty Oak funds for placement in the public library had been denied. He suggested that the library take advantage of the educational discount available through Treaty Oak to purchase an Apple II for placement in the library for public use. Del Anderson moved that the library and Treaty Oak look into the possibility of purchasing an Apple II using Treaty Oak's educational discount. No further action was taken.

APPROVAL OF MINUTES

Bill Bell moved, seconded by Jo Kerege to approve the minutes of the July 11, 1984 minutes as submitted. Dennis Illingworth asked that absences of board members be included starting next month. The motion then carried unanimously.

MONTHLY CIRCULATION REPORT

Sheila Dooley attributed the drop in circulation for July 1984 as compared to July 1983 to being open 2 fewer days in July 1984.

Dennis Illingworth requested that the circulation of books on cassettes be listed separately and that the percentage of the book budget spent in different categories be listed quarterly.

Del Anderson requested a quarterly circulation report starting in October and no monthly circulation report unless there was a special concern.

MONTHLY BUDGET REPORT

Not presented due to the lack of a printout for June or July.

TITLE LIST OF BOOKS SELECTED FOR PURCHASE

Del Anderson suggested that the computer books purchased for the TRS-80 and Apple II be kept near the computers.

REVIEW OF LIBRARY BOARD POLICIES

Del Anderson suggested storing the policies on-line on the TRS-80 computer. Dennis Illingworth suggested discussing one policy per meeting. Del Anderson suggested starting with the selection policy at the next meeting with Sheila Dooley making a recommendation on library policies and goals relating to book selection. Bill Bell suggested including the objective relating to book selection.

Del Anderson requested that there be a statement accompanying each library board policy listing the date that the policy was adopted. Bill Bell requested that the policy manual be brought to each meeting and that the manual's form follow that used in the city policy manual.

Del Anderson suggested that the policy manual be divided into three sections: legal resolutions, board policies, and policies of the American Librarian Association and Oregon Library Association adopted by the board. He also suggested including the guidelines for weeding the collection.

Agnes Schlichting suggested that the goals and objectives be reviewed on a regular basis. Del Anderson suggested that Sheila Dooley list 3 short term and 3 long term goals to work with. Bill Bell asked Sheila Dooley to meet with him to discuss the format for writing goals and objectives and that they be rewritten for next month. Del Anderson asked that the goals and objectives be measurable and realistic.

Agnes Schlichting asked Sheila Dooley to ask Del Cesar if the City could provide lunch at a monthly board meeting held from 11:30 a.m. to 1:00 p.m.

Bill Bell said that he would meet with Sheila Dooley to go over the Treaty Oak agenda format with her. He also asked her to provide a backup sheet for each agenda item.

REPORTS

Assistant Librarian Position

Del Anderson reported that he had discussed the various options regarding the Assistant Librarian position with Del Cesar. These were: advertising the position, lowering the qualifications and creating a supervisor position, hiring several administrative aides, and creating a new position. Bill Bell moved that the board support the last option. Dennis Illingworth seconded the motion. No further action on the motion was taken. Bill Bell asked if having the new position would enable the library to open on Mondays. Sheila Dooley said possibly at a future time but there were other considerations involved.

Dennis Illingworth expressed concern with losing the Assistant Librarian position and suggested retaining it as a line item in the budget. Del Anderson suggested including the word "librarian" in the job title. The position suggested was "Public Services Librarian." Del Anderson moved that since the board had been unable to find a person qualified for the Assistant Librarian position during the interviews for the head librarian and resource/reference librarian, that the new position be created. Agnes Schlichting seconded the motion. The motion was approved unanimously.

ADJOURNMENT

Jo Kerege moved that the meeting be adjourned. Agnes Schlichting seconded the motion. The motion was approved unanimously.

The meeting was adjourned at 2:05 p.m.