

MINUTES
NEUMBERG PUBLIC LIBRARY BOARD
JANUARY 21, 1988

PRESENT:

BOARD MEMBERS

Judy Elliott
LaVerne McIntosh
Gerry Harthun
Stew Harris

STAFF

Doreen Turpen

ABSENT:

Mary Kerns

The meeting was called to order at 7:40 p.m. by Gerry Harthun.

MOTION: McIntosh/Harris to accept the consent calendar.
Motion carried.

LIBRARIAN'S REPORT:

AUTOMATION PROJECT: Patron registration began in December and circulation with the system started in January. Data entry continues, but at a more limited pace due to the demands of getting patron records on-line. Some efforts have been made to train volunteers to learn to do data entry of paperbacks.

LIBRARY FRIENDS: The Friends held their annual meeting on January 19. They reported that they contributed over \$2,000 to the library this past year. Purchases included additional microfilm copies of the local newspapers, a buttonmaker, the instant hot water taps for staff areas, a dictionary holder, magazine files, and bookmarks. They also made contributions to the Oregon Library Foundation, Save the Books promotion for the Los Angeles library, and they "adopted" legislator Stan Bunn to assure that he would receive the Oregon Library Association newsletter. New officers for the Friends are Bonnie Arbogast, President, Emma Hamner, Vice-President, and Pat Peyton, Secretary-Treasurer. The Friends committed \$500.00 to the library for purchases for the upcoming year and pledged to begin setting aside money for a major project, possibly a reader board sign on Hancock Street.

WINTER PROGRAMS: The Christmas Tree lighting was once again successful and well-attended. Storytime will resume in late January.

GRANT PROPOSAL: The grant proposal has been invited for a full application. Work will continue this next month; applications are due March 1.

LIBRARY DISTRICT PROCESS: Committee members have met with the County Commissioners. The County Counsel is working with the committee to assist them in meeting all of the legal requirements. It appears that deadlines are too tight to be able to get the district formed this fiscal year. The committee will need to decide whether to go through a petition process or to request that the Commissioners form the district. It appears that the petition process is the best method to use in order to communicate with the public and to garner support.

AV/MEDIA AREA--PLANNING: This process has been slowed by difficulty in setting meetings with the architect.

STAFFING REVIEW: Staff will be undertaking a review of job descriptions and comparing that with a sampling of how their time is actually used. It is hoped that data can be gathered to support the need for additional staff at particular positions. The survey should also provide information on changing job roles and whether staff are utilized in the most efficient way possible.

UNFINISHED BUSINESS:

POLICIES GOVERNING BULLETIN BOARDS:

MOTION: Harris/McIntosh to table this item until a later date.

PLANNING PROCESS: The outcome of the Saturday planning workshop was reviewed. This item will be taken up again in the next planning meeting scheduled for February 20.

NEW BUSINESS:

BUDGET FY 88/89: A draft of the proposed budget was presented for review. The budget generally holds to the same figures as for the current year with the exception of requests for additional staff for the children's area and a moderate increase to the A/V materials budget. Board members concurred with the direction presented.

TRUSTEE HANDBOOK: Copies of the Trustees Handbook compiled by the Friends and Trustees Section of the Oregon Library Association were presented to Board members.

The meeting adjourned with Board Members taking part in a demonstration of the circulation system.