

Lincoln County Library District

BOARD MEETING MINUTES

September 11, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: The meeting was called to order at 1:00 p.m. by Chris Boyle.

Roll Call of members and introductions (if needed): Board members present: Vic Bucy, Dawn Dauble, Chris Boyle and John O'Brien. Also present: Diedre Conkling, District Librarian

Adoption of agenda: The agenda was copied from an old agenda and the section on oath of office needed at that meeting was accidentally included on the agenda. **Action:** Remove oath of office and accept agenda as revised. **Consent**

Announcements from Board Members: John, Vic and Chis will not be able to attend an October 9th Board meeting.

Review of past Minutes: June 2012: The minutes were not ready for this meeting. Review at October meeting.

Financial Reports: End of Year Report - June 2012 plus July 2012 and August 2012:

June 2012: Revenue: Tax Revenue was \$46,958.47. Previously Levied Taxes came to \$5,033.95. We went over what was budgeted for the year in both areas. We received reimbursement of \$20,638.79 from CRSN. This is less than budgeted because we were no longer paying a system administrator after January. **Total Revenue:** \$76,819.36. We were over the budgeted revenue for the year by \$44,274.15.

Expenditures: Personal Services: it looks like we went over in several personnel categories by a very small amount. This is because of when the payments for last June 2010 tax payments were made since they were made in July 2010. No one received more than they were suppose to receive in salary. Though our budget year runs from July 1 – June 30 the personnel part of the budget related to taxes actually follows the Federal taxing year of January – December. Total personal services was \$32,138.71. We were under the budgeted expenditures by \$74,610.45 partly because of the change in CRSN. Materials and Services: The largest expenditures were for the new computer network and library reimbursement. The billing has gone out to the libraries for their share of the library network and they have been making those payments. Because of a change in the forms we publish announcing the Budget Hearing we did have to pay more for the newspaper ad. **Total Expenditures:** \$137,924.87.

July and August Reports Together: Revenue: Previously Levied Taxes received was \$22,970.10. We received the reimbursement for last year's (2011-2012) County Law Library employee, \$10,283.83. Our carryover from 2010-2011 was \$3,338.53 less than anticipated but should not be a problem for the year. We have also received payments for the new library system from participating libraries of \$11,084.41. We have already received more in State Forestry funds than we anticipated for the year, \$11,792.14. **Total Revenue:** \$193,532.97.

Expenditures: We always try to keep expenditures down between July and the end of October, when we begin receiving tax revenue. There were no unusual expenditures. We did pay the yearly maintenance for the photocopier as well as the monthly lease,

totaling \$1,593.40. We are now paying for the Orbis Cascade Alliance courier again. This was paid by us for many years and then was paid for by CRSN for about 8 years. This service is for interlibrary loans mostly between libraries in Oregon and Washington, \$5,926.00. We are tracking the change in our OCLC contracts to see whether or not it is costing us more having two new accounts, Driftwood and Newport. The amount paid to date is \$4,976.77. We also paid for two summer reading performances in July and August for all of the contracting public libraries in Lincoln County, \$3,000. **Total Expenditures for July and August: \$72,363.60.**

District Librarian's Report and Correspondence:

- A. List of Board members and terms
- B. Report

Public Comment: No public attended the meeting.

Decision Items:

- A. Election of Officers: A new President and Treasurer needed to be elected for this year, 2012/2013. Chris was nominated for President and Virginia for Treasurer. **Action:** Approved Chris Boyle for President and Virginia Tardaewether for Treasurer. **Consent**
- B. Adopt Meeting Calendar: The meeting calendar was basically approved for all months except October. There will not be a quorum available for the October 9th meeting. Diedre is to see if Virginia will be available for a meeting on Monday, October 1, when there will be a quorum. **Action:** The meeting calendar was approved with the change in the October meeting date. **Consent**

Discussion Items:

- A. Update on Chinook Library Network: At the last LCLD Board meeting the new system had only been up for one day. At the beginning of July we added the Clatsop Community College to the network. Not everything has been perfect but the public end of the catalog seems to be working pretty well. It took us a little bit of time to get the website the way we wanted with the correct links to all of the databases but it now is pretty good. We can make minor changes to it at any time. In December, once we have some circulation history, we will add a link for popular titles. We did add a box for newly purchased items which has helped a bit when patrons are looking for new items for reading, viewing and listening. The staff end of the system has caused some problems. Many of the problems have now been resolved with ByWater's help and with our learning more about using the system. The system is a little slower than what we had with CRSN, maybe by about 3 seconds a transaction. The speed is suppose to improve with the new set-up at ByWater. We have also had problems getting overdue notices to print the way we like. That is still a work in progress though better now. The emailed reports seem to be working fine.
- B. Report on activities at libraries in the county:
 - 1. Siletz: The Siletz Valley Friends of the Library had a very successful book sale and bake sale during the Siletz Pow-wow. The sale was held on the day of the parade. In the 4 hours of the sale they made over \$700. They are raising money to paint the outside of the library.
 - 2. Waldport: The Waldport Friends of the Library had their usual booksale at the end of June. It does not seem that they raised as much as they would have

liked. The space they have been using in the old school building will no longer be available to them so they are holding another booksale in October before leaving the space.

The Waldport library has been having some great children's programs during the summer and will be starting regular story times soon.

Set the next agenda: No items were suggested.

Announce next Board Meeting: Monday, October 01, 2012 at 1:00 p.m. if Virginia is available.

Adjournment: The meeting was adjourned at 2:10 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

Monday, October 1, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: The meeting was called to order by John O'Brien at 1:00 p.m.

Roll call of members and introductions (if needed): Vic Bucy, John O'Brien, Dawn Dauble and Virginia Tardaewether. Chris Boyle is on vacation. Also present: Diedre Conkling, LCLD

Adoption of agenda: Delete "End of Year Report" on Financial Report. **Action**: The agenda was adopted with this change. Consent

Announcements from Board Members: None

Review of past Minutes: June 2012 – not available, September 2012: **Action**: The minutes were accepted as presented. Consent

Financial Reports: September 2012 (not all of the information for creating the reports was available in time to make the report)

District Librarian's Report and Correspondence

A. Report

1. **Banned Books Week**: We got new buttons this year from the Oregon ACLU. There has been a daily timeline coming out from American Library Association (ALA) Intellectual Freedom Office that we have been posting on Facebook pages.
2. **Oregon Library Passport Program**: The Oregon Library Association (OLA) Resource Sharing Network has been working on a program which will let people get library cards from libraries around the state. OLA will be providing a contract for libraries who want to be a part of the program to turn in. Hopefully this contract will be available for our November Board meeting. The Board wants to encourage other libraries in the county and the Chinook Library Network to participate.
3. **Special Districts Association (SDAO) Legislation Committee**: Every year committee sends out a request to districts for legislation suggestions. SDAO only takes as priority legislation those issues that affect a large number of districts. None were received this year that SDAO felt should be adopted as priority legislation. Of course, throughout the Legislative Session issues will arise of interest to districts and SDAO will take positions on these pieces of legislation.
4. **Siletz**: A new circulation clerk for Siletz has been hired, Angela Weisner. Before she was hired Diedre did work a few days out at the library to fill in.
5. **Reports**: This is the time of year when we have to fill out lots of reports. This includes the statistical report from the State Library and a U.S. Census report.

- B. Oregon one of the states celebrating National Information Literacy Month. Virginia suggested doing a press release about this.

Public Comment: No public present

Decision Items:

- A. Possible Policy on rehiring employees – send to attorney for comment. We talked last month about waiting 6 months. A lot of the similar policies that Diedre looked at had 90 days. This is all changeable. We need to make it clear in the policy that the person goes back to base pay for the position. Take out the section about the District Librarian overriding policy on occasion since this can be done anyway. People need to know that there are consequences to resigning. We don't want to stop people from being rehired but want there to be some thought behind resigning. This should be run by our attorney before the Board votes on the policy.

Discussion Items:

- A. Statistical Report Submitted to the Oregon State Library: The report shows last year and the previous year. There are always things added each year that we had not been counting during the year so can't report until the following year. We don't usually use much from this report other than sometimes a salary comparison and information about the operating expenditures of the libraries that contract with us in Lincoln County.
- B. Update on Chinook Library Network – We don't have much of a report at this time. Diedre has been trying to find a date for the public desk people to meet and share experiences and work on complaints. There are small upgrades and bug fixes done on Koha every month and there a major upgrades about every 3 to 6 months. We have had some problems with notices but most of those were bugs that have been fixed. The public are slowly finding things they can do that are very different from the old system, including keeping their own lists of things they have checked out. We will also be setting up a final CRSN meeting after a date for the Chinook Library Network meeting is set up. We did have to wait for the final billing in some areas and make sure that some things were switched from CRSN to the libraries taking over the payments.
- C. Report on activities at libraries in the county: Summer reading program – just now getting the reports from all of the libraries on how many people they had attending for our report to the State Library. The programs were well attended. Siletz is the smallest library and they had from 40 to 70 people attend.
- D. Items for press release: Governor's proclamation on National Information Literacy Month.
- E. We did get some Board training DVD's and Powerpoint slide printouts that will be cataloged and made available for circulation.

Set the next agenda: Items for the next Board meeting: Oregon Library Passport Program, Rehiring policy

Next Board Meeting: The next Board meeting will be on Tuesday, November 13, 2012 at 1 p.m.

Adjournment: The meeting was adjourned at 1:43 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, November 13, 2012

Call meeting to order: The meeting was called to order at 1:03 p.m. by John O'Brien.

Roll call of members and introductions (if needed): Board members present: Vic Bucy, John O'Brien, Dawn Dauble, Virginia Tardaewether and Chris Boyle. Others present: Diedre Conkling

Adoption of agenda: Action: The agenda was adopted as presented. Consent.

Announcements from Board Members: No announcements

Review of past Minutes: October 2012: **Action:** The minutes were approved as presented. Consent.

Financial Reports: September and October 2012: Basically went over the October report and referred back to the September report when needed.

Revenue: We received 6849.21 in Previous Levied Taxes and are now over what we anticipated for the year. We received some payments for the Chinook Library Network from participating libraries, \$4,189.03. We also received a refund on last year's Workers Compensation from the Special Districts Association of \$97.97. The Siletz Valley Friends of the Library received a \$500 grant for the purchase of books on bullying. We were refunded for purchasing these items. **Total Revenue:**\$11,650.24.

Expenditures: The personnel expenditures were the standard monthly expenditures. In September we paid the office rent for the next three months, \$1,275.00. If people have received an email for renewing OLA membership don't worry about it. The membership will be paid by LCLD. Under Travel/Training/Membership We paid for Jane and Diedre to attend the American Library Association Midwinter and Summer conferences, \$666.00. The fees for ByWater have been completely paid until June 2013, when we will get an invoice for the next year. Siletz had a lot of carry-over but their payment for the Chinook Library Network was taken out at the first instead of quarterly. We also have plenty of money in the Siletz budget for fixing the lights and other projects in our building fund and, if necessary, the contingency fund. **Total Expenditures:** \$54,612.96.

Action: Approved the financial reports. Consent.

District Librarian's Report and Correspondence

- A. Report: Most of the information is in the written report. We will want to have a further discussion on the annexation of the Roads End area. The report just has information about what has happened this last month.

Decision Items:

- A. **Oregon Library Passport Program** – We need to sign the agreement if we choose to join the program. There was a question about the LCLD contract with the libraries, particularly the Waldport Library, about allowing Yachats people to use the other libraries if Yachats also signs on to the program. There is nothing in the Library District contract about not serving Yachats residents. This would have to be a decision made by the local library. The Coastal Resource Sharing Network

did discourage allowing access to Yachats residents because they were not a part of the Library District. In the long run it might be a way to get them started thinking about doing something like contracting with the Chinook Library Network and paying for the courier connection. **Action:** Motion for LCLD and Siletz to join the Oregon Library Passport Program. Moved by Chris, seconded by Vic. Unanimous approval.

- B. **Roads End Annexation** – Does the Board want to take a position? 1. Information from the city, 2. Memo from Diedre to Lincoln City, 3. Spreadsheet showing funding. The main issue for most of the people in the Roads End area has been the process used by Lincoln City. No budget numbers related to the affect of the annexation on the libraries, including those presented by Lincoln City staff and LCLD staff, can be correct because it is not known what the circulation is to people living in the Roads End area. There are small piece of property annexed all of the time by the cities. **Action:** The Lincoln County Library District Board takes no position on the annexation of the Roads End area but feels that it must be understood that there is an impact on all of the libraries in the county. The Board requested that a letter be sent to the City and that Diedre will speak at the City Council meeting. Moved by John and seconded by Chris. Unanimously approved.
- C. **Policy on rehiring employees** – still waiting for information from attorney.

Discussion Items:

- A. **Yearly reports from the contracting libraries** are due by November 15 to receive their first payments by December 15. So far we have reports from Newport, Toledo and Waldport.
- B. **Report on activities at libraries in the county**
 - 1. Siletz: The Siletz Valley Friends of the Library (SVFOL) have received a grant from Confederated Tribes of the Siletz Indians of \$5,000 for painting the outside of the building. The SVFOL have also been doing fundraising. They need about \$12,000. They will soon be discussing the next steps at the process.
 - 2. Waldport: The Waldport Friends of the Library held a Chautauqua program. There is a Lego club that is popular. They are having a toddlers program giving away baby food for Christmas presents. They are having some really excellent programs for children.

Professional Development: None beyond the materials already sent out.

Set the next agenda: Personnel Policy, anything else we hear from other libraries about their participation in the Passport program.

Next Board Meeting: The next meeting will be on Tuesday, December 11, 2012 at 1:00 p.m.

Adjournment: The meeting was adjourned at

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, December 11, 2012

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: The meeting was called to order by John O'Brien at 1:05 p.m.

Roll call of members and introductions (if needed): Members present: Vic Bucy, John O'Brien, Dawn Dauble, and Virginia Tardaewether. Also present: Diedre Conkling (LCLD) and Kirsten Brodbeck-Kenney (Driftwood)

Adoption of agenda: Action: The agenda was approved as presented. Consent

Announcements from Board Members: None

Review of past Minutes: November 2012: The time we adjourned was not noted so "Adjourned around 2 p.m." was added to the minutes. **Action**: Approved with addition. Consent

Financial Reports: November 2012: **Revenue**: The Tax Revenue received was \$803,078.29. Previously Levied Taxes received was \$4,563.00. We received from libraries in the Chinook Library Network \$6,895.38. We received a donation of \$10,000. State Forestry revenue was \$17,184.45. **Total Revenue: 17,184.45.**

Expenditures: Personnel Expenditures: The same as usual. Materials and Services: Most are the regular monthly expenditures. Under Membership is an expenditure of \$510 which is membership dues to the American Library Association for Diedre and Jane. One concern this year has been whether or not we budgeted enough for OCLC after dividing into three accounts. The cost is a little higher but we are within the budget for the year. We will begin reimbursing the local libraries for service on December 15. We have just received the bill for replacing the light fixtures at Siletz. The change and replacement of some addition light bulbs is around \$950 (which will be on next month's financial report). Hopefully this change will end up costing less with LCD bulbs and maybe replacement of the bulbs will happen less often. John asked what Kernors under Rent and utilities is for additional storage space. The van is still working fine but Diedre does need to finish putting together the RFP for a new van. We will need to replace several computers this year, one at Siletz and maybe the one that Diedre regularly uses. **Total Expenditures: \$45,821.93.**

Action: The Financial Report was approved as is: Moved by Virginia, seconded by Vic. Unanimous.

District Librarian's Report and Correspondence:

A. Report: Most of the report is in the written report.

1. **SDAO**: Diedre will be attending several meetings where we are looking at the structure of the Special Districts Association of Oregon (SDAO). We received a beginning report from the attorney with which we are working. The new SDAO Executive Director is interested in relooking at things to make sure we are doing things right.

2. **Roads End Annexation:** The City Council of Lincoln City voted last night to go ahead with the annexation. The next steps will be the law suits that are sure to follow. It was good to make a presentation to the City Council because it was fairly obvious that they did not realize that the annexation will affect all of the public libraries we work with in Lincoln County. We are trying to keep the local libraries informed about the situation for their budget process for 2013-2014. It also affects the LCLD office because we were ready to hire a part-time person to help with bookkeeping and the loss of \$27,000 internally basically does not allow us to hire someone without running the risk of having to lay them off the next fiscal year.

B. **Meeting with Coos County Library District staff about Koha:** We are going to show staff members from Coos County Library District Koha on Thursday. They are going move away from Innovative Interfaces Millennium system to something that will cost them less and still work well for them. They are much bigger than the current network of libraries on the Chinook Library Network so they might not be interested in joining with us. However, just so that they would have the information, they were giving information about what it would cost them to be a part of the network.

Public Comment: Kirsten said that she just wanted to visit a LCLD Board meeting since she had not gotten to know the Board since becoming the director at the Driftwood Library.

Decision Items:

A. Policy on rehiring employees – still waiting for information from attorney. No action.

Discussion Items:

A. **Yearly reports from the contracting libraries** At this meeting we have the report from Driftwood. We have now received all of the reports. We needed to receive the reports before paying reimbursement funds to the libraries.

B. **Report on activities at libraries in the county:**

1. **Siletz** – Virginia was wondering if the Siletz Valley Friends of the Library (SVFOL) might be interested in having the Community Services Consortium do landscaping for the building and maybe paint the building in the summer. Diedre will give Virginia the email address for the SVFOL president, Sally Jennings. It has become very difficult for the SVFOL to keep up with the weeding. Virginia said that the funding for the program is for the next 3 years which might really help with the weeding. There would be some cost for transportation but would not be as much as it would for hiring another service.
2. **Driftwood** – The annual Solstice Celebration on December 21st with music, etc. at 7:00 p.m. In January they start their Oregon Legacy Series held Sundays at 3 p.m.
3. **Waldport** – They just had a party for the volunteers last Sunday. Had over 25 volunteers, 3 are kids. It was a lot of fun for everyone.

C. **Items for press release** – There were no suggestions

Set the next agenda: Personnel policy item.

Announce the next Board Meeting: Tuesday, January 8, 2013 – Virginia will be out of the state but will be available by phone

Adjournment: The meeting was adjourned at 1:46 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, January 8, 2013

Call meeting to order: The meeting was called to order at 1:04 p.m. by John O'Brien.

Roll call of members and introductions (if needed): Board Members present: John O'Brien, Vic Bucy, Dawn Dauble and Chris Boyle. Also present: Diedre Conkling and Peter Rayment (Toledo),

Adoption of agenda: Action: The agenda was approved as presented.

Announcements from Board Members: John will not be at the February meeting. Dawn will not be here in April and May.

Review of past: Minutes: December 2012: Clarify sentence about KerNors. **Action:** Approved with the correction to the minutes.

Financial Reports: December 2012: **Revenue:** The Tax Revenue for the month was \$222,266.15 and \$8,200.49 in Previously Levied Taxes. We also received \$3,354.00 for the Ready-to-Read Grant, \$204 more than we had in the budget. The Siletz Library had \$146.15 in money from printing, copying, etc. **Total Revenue:** \$233,973.30.

Expenditures: Personnel Services: had the regular expenditures. We continue to keep a close eye on the OCLC expenditures to see if enough was budgeted in this category because of the change from one account to 3 accounts. So far it looks like we will be fine. It looks like nothing has been spent yet for this year's summer reading program but this is not true. We have already ordered items but will not be charged until the items are ready for delivery. The largest expense for the month is the payment of the first half of the reimbursement funds was paid to each library. The final bill for fixing the parking lot lights and some on the building was \$934.50. We did also transfer the rest of the library development funds for Siletz for the first half of the year of \$21,194.91. **Total Expenditures:** \$434,902.75.

District Librarian's Report and Correspondence:

- A. **Report:** Most of the report is in the written report. The library staff in Coos County seem very interested in Koha though it is really not to their advantage to join us. I have given them a copy of our RFP. Jane and I will be gone the end of the month to the American Library Association's (ALA) Midwinter Meeting. Also coming up near the first of February is the Special Districts Association of Oregon (SDAO) conference. If any Board members want to attend please let Diedre know and your registration will be sent in. We have been getting a lot of information about a change that the county made to another retirement company, moving from Nationwide Retirement. Both companies have contacted us with information about their programs. At this time there does not seem to be any real reason for us to change programs.
- B. **Nationwide Retirement:** We have been getting a lot of information about a change that the county made to another retirement company, moving from Nationwide Retirement. Both companies have contacted us with information about their programs. Only Jane and Diedre are a part of the program.

Decision Items:

- A. Update of the Siletz Computer and Internet Use Policy: A survey came out from the Oregon Library Association's Intellectual Freedom Committee and it pointed out that we had not update the policy for some time. Most of the policy is still good but there are some changes that need to be made because of the change to the Useful system for the public computers. For some reason #2 on the old policy should be on the new policy but moved to #3 on the new policy. Issues like having food and drink near the computers is more of a procedure issue so we haven't put it in the policy though we have not allowed either near the computers for many years. **Action:** It was moved by John and seconded by Vic to approve the updated policy including the addition of the old #2 to the policy. Approved unanimously.

Discussion Items:

- A. Reimbursement Estimates for 2012-2013: Earlier I sent out some estimates when looking at Roads End based on this year's funding. This is an update of those estimates and it shows that though the Library District still loses about \$27,000 the libraries, except Driftwood, do not lose as much money as was shown earlier if Roads End is annexed into Lincoln City. This shows the annual increase in funding (that is never more than 3%). We usually use a full year's worth of circulation but this year it is only based on 10 months of circulation and does not include the last 2 months when libraries were moving to new circulation systems. This information has been sent to the local libraries to use in their budget planning for next year.
- B. Suggestions for changes to the library contract need to be made and approved before April 1 – Sample contract: LCLD would like to change #4, second page from October 30 to December 31 because we really do not have the needed information in October. We have to wait until all of the information is available from the County Assessor's office. It does get posted on their website but it is usually not there in October. We have never complied to this part of the contract because of this. We have not heard of any other changes anyone might want to make yet.
- C. Update on the annexation of the Roads Ends area – LUBA Appeal: The Board was given a link to the LUBA appeal that has been made. LUBA is not tied to any timeline for this appeal. Until the appeals and any law suits are resolved the annexation of the Roads End area will not occur.
- D. Report on activities at libraries in the county:
Toledo: Peter reported on things happening in Toledo: In the State Library statistics on summer reading the Toledo Library ranks 5th on percentage that signed up for the program and 4th on those who finished. Toledo is starting a series of monthly evening programs starting out this month with the Reptile Man. Peter is retiring at the end of March. To meet threshold criteria Toledo needs to have someone with a MLS. Of course, the city manager and others would want to save money by not hiring someone with an MLS. It may be that it would be a good position for someone who has recently completed their degree.
Summer Reading Programs: Dawn asks whether the State Education Department or anyone look at summer reading programs? The Education Department really does not have anything to do with the library summer programs but we do know that the programs do help students maintain their reading levels. We are part of a collaborative reading program with many states around the country.
Add hours in Siletz: John was wondering if we could look at more hours for the Siletz Library a little later when we know more about funds that will be available. Diedre

does not think that it is ever possible to add more hours just using District funds since we do not increase the Siletz Library funding more than the percentage of increase in funding for the other libraries and we really should not do more. However, if we can work with the Confederated Tribes of the Siletz Indians or some other group to get steady, yearly funding then it would be possible to increase the hours.

- E. Items for press release: We were waiting until today to find out whether or not the Waldport Library Board would decide for the Waldport Library to be part of the Oregon Passport Program. They decided today to be a part of the program so we will do a press release including all of the libraries in the county that have chosen to be a part of the program. The Oregon Coast Community College library has chosen not to be a part of the program at this point. The OSU Guin Library is going to be part of the program. The question all along has been whether or not the Yachats Library would chose to be a part of the program. The Waldport Library, which might be the most affected, has decided that they would like to issue cards to the Yachats library card holders if they become a part of the program.

Set the next agenda: Not discussed.

Announce next Board Meeting: The next meeting will be held on Tuesday, February 12, 2013.

Adjournment: The meeting was adjourned at 2:02 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, February 12, 2013

Call meeting to order: The meeting was called to order at 1 p.m. by Chris Boyle.

Roll call of members and introductions (if needed): Board members present: Chris Boyle, Virginia Tardaewether, Vic Bucy Others Present: Kirsten Brodbeck-Kenney (Driftwood), Peter Rayment (Toledo), Diedre Conkling (LCLD)

Adoption of agenda: Action: The agenda was adopted as presented. Consent.

Announcements from Board Members: None

Review of past Minutes: January 2013: **Action:** Moved to accept the minutes as presented. Moved by Virginia, Seconded by Vic. Approved. Consent.

Financial Reports: January 2013: Revenue: Tax Revenue is \$13,945.01. Previously Levied Taxes is \$2,973.06. Most of the libraries have made their payments to the Chinook Library Network without a reminder, \$8,976.41. The \$5.12 in Interest is correct but the \$5.12 in miscellaneous should not be on the report. **Total Revenue:** \$25,904.86

Expenditures: Personnel Services is the same as every month. The rent for the office is usually paid quarterly, \$1,275. Registration includes Jane's registration for Online Northwest and Diedre's registration for the Oregon Library Association (OLA) conference, \$370. The Travel/Meals/Housing section includes Jane's expenses for the American Library Association (ALA) Midwinter Meeting, It also includes something that is a little different. Diedre found rooms for the ALA Conference (June 2013) in Chicago for Jane and Diedre at \$88 per night instead of the \$169 and up conference hotels. This was found on GetARoom.com so had to be paid in advance, \$1,149.80. OCLC expenditures still look good for the year, total of all 3 accounts is \$3,218.68. The regular monthly reimbursement payments to the libraries were made. The two computers purchased were taken out of supplies but could have been taken out of Capital Outlay. We have enough money it is just a question of which fund to put the expenditure in or whether to move funds into Supplies. **Total Expenditures:** \$98,076.36.

District Librarian's Report and Correspondence:

- A. American Library Association (ALA) 2013 Midwinter Meeting; The conference newspaper, COGNOTES, provides a lot of information about the conference. I don't go to a lot of things outside of committee work but I did attend the Freedom to Read Foundation program with Jamaica Kincade. It was a very fun event.
- B. Better World Books: I spoke with them at ALA and think that they will be a good service for donating books withdrawn from the Siletz collection and gift books that aren't sold. With this service we just need to pack the boxes that they send. No entering of barcodes is needed. We will get this started soon. Any revenue would go to the Siletz Valley Friends of the Library (SVFOL).
- C. UNESCO Resolution from ALA: One of the resolutions passed at the ALA Meeting was on having the U.S pay its dues to UNESCO.

- D. Special Districts Association of Oregon (SDAO) Board and Trust Meeting: At this meeting we received a card with a list of all of the Legislators and their contact information, information about the committees they are on, and the calendar. At the Trust meeting we found out that the health insurance will probably increase which could be as much as a 16.8% increase. We had no increase this last year so we seem to be making up for that this next year.
- E. Special Districts Association of Oregon (SDAO) Conference: I attended some very good programs (handouts distributed at the meeting) including one on the current trends in employment law and one about mandatory reporting of child abuse. My term on the SDAO Board expires at the end of June. I was reelected for the next two years. This may mean that I will end up being the SDAO President since I have held all of the other Board positions, secretary and treasurer. I could turn this position down since it does take more time so it is something to think about.
- F. Oregon Library Association Legislation and Library Development Committee: We talked about changes that will be taking place at the State Library. The State Library has worked hard to get the Early Learning Councils to understand that librarians should be on these local committees. Probably Rebecca Cohen is working on doing this in Lincoln County and maybe other library staff working with children in other libraries are doing the same thing.

Public Comment: No comments

Decision Items:

- A. Appointment of two people to the Budget Committee: None of the terms expire until November 2013 but we do need to replace Gerry Bellavita and perhaps one other person. **Action:** People are going to check on the possibilities for the Budget Committee and make needed appointment(s) at the March meeting.
- B. Set the Budget Calendar: The possible calendar distributed to the Board is based on last year's calendar. Last year we had the Budget Committee meeting on the same day as the Board meeting and held a short Board meeting afterwards. **Action:** The Budget Calendar was approved as presented. Consent.
- C. Mandatory Reporting Policy: Draft, Workshop, Sample; At the SDAO conference we got good information about the Mandatory Reporting requirements. The Risk Management staff have developed a sample policy. The draft policy presented here is base on the SDAO sample policy. The policy is to help staff know what to do We have given staff access to Department of Health Services training materials. SDAO should have more training materials soon. Because we manage the Siletz Library, which works with children, the LCLD office staff also are included as mandatory reporters. Volunteers are actually not mandatory reporters under the current law but may be included later so they are included in the policy but not as 24 hour reporters. The individual being reported does not get the staff person's name unless there is a court case. However, if one intentionally makes a bad report they can be fined. The form just has the DHS questions and is just to help the employees. Phone numbers and other things will be included with the Procedures, which need to be written. **Action:** The policy (draft) is adopted as presented. Moved by Vic and Seconded by Virginia. Approved.

Discussion Items:

- A. Library Contract: Suggestions for changes to the library contract need to be made and approved before April 1

B. Report on activities at libraries in the county:

Driftwood: The library has a program called Blind Date with a Book. Patrons check out a book and have to review the book to get a tote bag. Driftwood also launched the Passport program and gave out their first card this last week.

Toledo: Peter is retiring in March. His position will probably not be filled until after the first of the fiscal year. Lisa Miller will be managing the library until then.

Waldport has a writing program. The prize is a Kindle. Family nights are going great and are lots of fun. The Lego group is really going strong.

Siletz: The SVFOL held the February Library Birthday Party last weekend and it was very well attended. They had cake for everyone as well as a book sale and sold other baked goods. They also have a paper mache cake with candles that have items on them that people may give as gifts to the library.

C. Press Release: The Passport Program was publicized recently but we may want to do another press release in a few months.

Professional Development: Mandatory Reporting

Set the next agenda: Appoint needed Budget Committee Members.

Next Board Meeting: Tuesday, March 12, 2013

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

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, March 12, 2013

Call meeting to order: The meeting was called to order at 1 p.m. by Chris Boyle.

Roll call of members and introductions (if needed): Board Members Present: Chris Boyle, John O'Brien, Dawn Dauble, Vic Bucy and Virginia Tardaewether. Others present: Peter Rayment (Toledo), Kirsten Brodbeck-Kenney(Lincoln City) and Diedre Conkling (LCLD)

Adoption of agenda: Action: The agenda was approved with no changes. Consent

Announcements from Board Members: John is not sure if he is going to run for his Board seat. He wants to encourage someone from the Siletz area to run.

Review of past Minutes: February 2013 **Action:** The minutes were approved with no changes. Consent

Financial Reports: February 2013: **Revenue:** Tax Revenue for the month was \$8,121.49 and Previous Levied Taxes was \$2,252.33. We are going to be close to getting the budgeted revenue for the year and have gone over what was budgeted in previously levied taxes. We received a donation of \$1,500 from the Oregon Trust and \$6,936.20 from State Forestry. This is all more than we anticipated. **Total:** \$18,814.37.

Expenditures: Most were the usual monthly expenditures. We did receive the materials ordered for the Summer Reading Program, \$496.30. The circulation desk computer at the Siletz Library needed to be replaced, \$379.99. A new barcode reader also needed to be purchased. We also bought some other materials for the Summer Reading Program that came out of the Siletz programming line, \$90.24. **Total:** \$95,403.17.

Action: The financial report was approved. Moved by Virginia and seconded by John. Unanimous.

District Librarian's Report and Correspondence:

- A. Report: There is a written report.
- B. Computer network software is being upgraded on March 23 to Koha 3.10. This should be a fairly seamless change. They have the servers so we don't have to do anything.
- C. Ebrary: These should be available in the catalog soon. We do have an unforeseen bill of \$7,200 because of this that will be paid by the public libraries, though LCLD will pay the bill first and then get reimbursed. We will publicize ebrary when it is all set up. There is some work required with the records whenever there is an update – new things added and some deleted.
- D. New Courier Driver: The ads are out and applications must be in by March 25. Interviews will be conducted the following week. We usually get too many applications for these positions.
- E. Oregon Library Association Legislative Day: The day is Thursday, April 4 if anyone would like to join us. There are links to relevant bills in the online version of the written report (link above). John and Virginia indicated interest in going.

Public Comment: No public comment

Decision Items:

- A. Appointment of two people to the Budget Committee – Finalize at April meeting.
- B. Possible change in Board meeting day in April: Diedre would like to attend the SDAO Legislation Committee meeting being held on April 9. Since this is while the Legislature is meeting it is good if I can attend the committee meeting. The calendar on the wiki will need to be changed and the change in date will be publicized. **Action:** The meeting will be changed to April 2. Moved by John, Seconded by Virginia. Unanimous.

Discussion Items:

- A. Suggestions for changes to the library contract need to be made and approved before April 1. We did not receive any changes from the libraries. The LCLD Board wants to change the date when we give an estimate of reimbursement to the libraries from the end of October to December. We will send out that change after April 1 since we will need to have contracts resigned.
- B. Report on activities at libraries in the county
 - Driftwood – March 15 – Tsunami preparation workshop is being held on March 15 from 4:00 to 5:30 p.m. A flier was distributed.

Newport – Newport Reads – bookmarks are available on our table. Look for more press releases.

Toledo – Had a booksale last weekend and made \$716. On April 6 there will be a dedication to the Artists who started the Toledo Art Walk, 6 p.m. Oregon Coast Children's Theater will hold a workshop in June preceding the summer reading program. Peter's last day is March 29.

Waldport – Having an essay contest with the essays due March 29, There is a Chetaqua (sp?) program being held on early Oregon History and logging

- C. Items for press release: Ebrary collection press release will be sent out when it is fully available.

Professional Development: Caroline Kennedy's talk at the ALA 2013 Midwinter Meeting:

Set the next agenda: Nothing added

Next Board Meeting: Tuesday, April 2, 2013 at 1 p.m. (Changed from April 9.)

Adjournment: The meeting was adjourned at 1:40 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, April 2, 2013

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Call meeting to order: Chris called the meeting to order at 1 p.m.

Roll call of members and introductions (if needed): Board Members: Chris Boyle, Virginia Tardaewether, John O'Brien, and Vic Bucy, Others: Diedre Conkling (LCLD)

Adoption of agenda: Action The agenda was approved as presented. Consent

Announcements from Board Members: No one from Siletz put in the documents to run for the Board seat for Zone 2 so John will be running again for the position.

Review of past Minutes: March 2013: **Action**: The minutes were approved as presented. Moved by John, seconded by Virginia. Unanimous approval.

Financial Reports: March 2013: **Revenue**: Tax Revenue: We received \$32,627.97. We are probably going to be a little short of the amount budgeted on this line but we have two more checks in April and May in the \$6,000 to \$8,000 range and one in June in the \$30,000 range. We also will be more than meeting the overall budgeted amount for revenue. In Previously Levied Taxes we received \$3,011.93. We had a few payments from libraries for the Chinook Library Network, \$7,181.10. **Total Revenue**: \$42,843.80.

Expenditures: Personnel Services: All about the same as usual. We will have a new courier driver soon. Gary is working the extra courier time until we get a new person hired. We paid \$7,500 for the ebrary ebooks for the public libraries. The libraries will be paying their share but we had to pay the bill before they can make payments. This is found under Computer Network. We are over a little in Professional Materials and Supplies. The supplies are over budget because the two computers purchased were paid for from this line instead of Capital Outlay but this could be changed before the end of the year if needed. In the Siletz Collection Development we have overspent and may spend up to \$1,000 more but there is money in their budget to do this but there may be some funds that need to be moved from one section to another at the June Board meeting. **Total Expenditures**: \$106,424.92

District Librarian's Report and Correspondence

- A. **Report**: There is a written report with most information.
- B. **Courier Position**: We had a number of good applicants and the decision is now down to two finalist. This decision will be made by tomorrow. An odd thing did happen. This has not happened to us before but several of those given the opportunity to interview did not show up for the interview. In the long run this does not matter since we had some very good choices.
- C. **Ebrary**: The records are now in the catalog. They will not be able to be used at home until we get an EZProxy server. We are going to get this through OCLC so that we do not have to manage the server but will pay a fee to OCLC for them to manage the server. Once we get the server set up we should be able to make ebrary available from home and, hopefully, also make it possible for people to place their

own Interlibrary Loan requests on-line as well as other things that will probably come up over time. OCLC says that it will take about 4 weeks to set up.

- D. OLA Legislative Day: The Oregon Library Association's (OLA) Legislative Day was moved to Monday, April 18. We have an appointment with Senator Roblan at 1:00 p.m. and one with Representative Gomberg at 2:00 p.m.
- E. Siletz – The button on one of the doors for the handicapped needs to be fixed. Virginia did not hear back from the SVFOL about help with painting the building and landscaping. They seem to be settling in on a specific person to do the painting. They are paying to have some landscaping done but this is not really taking care of all of the landscaping.
- F. Federal Library Funding: Today an email was sent out to the Board about getting members of U.S. House of Representatives to sign a letter supporting library funding. The State Library uses these funds in many ways including paying for the statewide databases and the Answerland statewide reference service.

Public Comment: No public at the meeting.

Decision Items:

- A. Appointment of two people to the Budget Committee: **Action:** It was decided to appoint Rebecca Noble (East County) and Grant McCullar (Waldport area) to the Budget Committee. Moved by Vid, Seconded by John. Unanimous
- B. Possible policy on reporting elder abuse – The suggestion for this came at the same time as the policy for reporting child abuse. This is a policy that came from Buzzy Nelson at the Hood River Library District. This actually should also include people with disabilities. The place to report needs to be changed and cleaned up a little. This would go with the form and reporting information that we included with the child abuse policy. This is just a first look. The form is just so we can give an employee back-up if needed. This will be brought back a bit later for final passage by the Board.
- C. CRSN Board made a suggestion of using funds for purchasing a new courier van and distribution of funds. The funds do not have to be distributed to the libraries that withdrew from CRSN but we do want to distribute some to all of the libraries that were a part of CRSN. CRSN will be totally dissolved after all of the money is distributed. The libraries that moved to Chinook are giving part of their share to LCLD to pay for Library2Go and ebrary. Diedre asked what the view of the LCLD Board is of accepting funds for a van. A van does benefit all of the libraries. There was the feeling that giving a larger check to the libraries that withdrew was not a good action because they should pay a bit for the actions taken in withdrawing and the time and financial issues affecting LCLD because of the withdrawal. The CRSN Board did want to do something solid that would benefit all of the libraries. **Action:** The LCLD Board wants to only accept the money for a van if the funds are taken from the libraries that withdrew from CRSN. Moved by Virginia and seconded by Vic. Unanimous.

Discussion Items:

- A. Report on activities at libraries in the county:
 - 1. Siletz – The Siletz Valley Friends of the Library (SVFOL) held the annual birthday party for the library in February. This was a 4 hour event which included a book

sale and a baked goods sale. There was birthday cake and drinks free for everyone. They also had the gift cake with suggestions of items that people can give to the library.

2. The Waldport Friends of the Library held a Chautauqua program that was suppose to be about the Oregon experience and logging but it turned out to be have a lot of WWII experiences. The program was well done and there was a good turn out.
 3. Toledo: They are accepting applications through May 5. Diedre is going to send the job announcement to a lot of the library specific places where people with master's degrees in library science look for jobs. They would like to hire someone by July 1.
 4. The Driftwood Library is having something called "Find Your Funny Bone" for Lincoln City Community Days. Laura Green the Juggling Queen will be at the library April 24 from 6 p.m. until closing.
 5. Libraries can be a part of a program to check out fishing poles. The Driftwood Library is participating but we are not sure what other libraries are participating. Any wanting information can probably get it from Virginia.
- B. Items for press release: We will put out a press release on ebrary once the EZProxy server is set up

Professional Development: Nothing added to what had already been done.

Set the next agenda: Anything that arises from the Budget Committee meeting.

Next Board Meeting: Tuesday, May14, 2013 (Immediately following Budget Committee Meeting)

Budget Committee Meeting: Tuesday, May 14, 2013 at 1:00 p.m.

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

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, May 14, 2013

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

The LCLD Board meeting was held immediately following the LCLD Budget Committee meeting. The Budget Committee meeting began at 1:00 p.m.

Call meeting to order: The meeting was called to order at 3:05 p.m. by Chris Boyle.

Roll call of members and introductions: Board members present: Chris Boyle, Dawn Dauble, John O'Brien. Others: Diedre Conkling

Adoption of agenda: **Action**: It was decided to only do the decision items on the agenda. Consent

Announcements from Board Members: None

Review of past Minutes: April 2013 In the Decision items (A.) Vic's name was misspelled. **Action**: It was moved to approve the Minutes with the name corrected. Moved by John, Seconded by Dawn. Consent

Financial Reports: April 2013: When preparing the budget for 2013/2014 it was discovered that the incorrect amount had been in the benefits line. It should have been \$70,000 instead of \$60,000. This was corrected on all financial reports for the fiscal year. **Revenue**: We received \$5,876.66 in current Tax Revenue and \$3,792.37 in Previously Levied Taxes. We will probably not receive all of the anticipated tax revenue but we should still come out with more total revenue than anticipated by the end of the year. We received \$6,011.29 in payments for the Chinook Library Network. **Total Revenue**: \$15,683.94

Expenditures: There were no unusual expenditures during the month. Personnel Services expenditures were \$19,459. In Materials and Services we have gone over a little in Professional Materials and Supplies but we are well within our overall budget. **Total Expenditures**: \$95,273.39

Action: The financial report was approved as presented.

District Librarian's Report and Correspondence

A. Report – not given at this meeting to save time

Public Comment: No public comments

Decision Items:

A. **Update on CRSN funds**: The CRSN Board met again to discuss distribution of the funds. The Board really wants to fund a new LCLD van but they also decided to also fund five years of courier service for the Tillamook Bay Community College. All funds left will be dispersed as discussed earlier. They hope that the LCLD Board will accept the funding since this change was made. The LCLD Board felt that this change addressed most of their concerns. **Action**: It was moved to amend the action from the April meeting to accept the modification in the CRSN funding proposal for the LCLD. Consent.

B. Health Insurance – Can keep the same or change. **Action:** The Board decided to look again at the health insurance later in the year since it can also be changed in January 2014.

Discussion Items: (The discussion items were left for the June Board Meeting)

Professional Development: None needed after the extensive budget session.

Set the next agenda: Set a capital outlay amount

Next Board Meeting: Tuesday, June 11, 2013 The Budget Hearing will be held at 1:00 p.m. with the Board meeting immediately following the Hearing.

Adjournment: The meeting was adjourned at 3:25 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

Tuesday, June 11, 2013

Location: District office: 1247 NW Grove, #2, Newport, OR 97365

Budget Hearing: The Budget Hearing was opened at 1:03 p.m. No public attended the meeting. The meeting was closed at 1:05 p.m.

Call meeting to order: The Board meeting was called to order at 1:05 p.m. by Chris Boyle

Roll call of members and introductions (if needed): Board members present: Chris Boyle, Virginia Tardaewether, Dawn Dauble, and John O'Brien. Others present: Diedre Conkling (LCLD).

Adoption of agenda: **Action**: The agenda was approved as presented. Consent

Announcements from Board Members: None

Review of past minutes: May 2013: **Action**: The minutes were approved as presented. Consent

Financial Reports: May 2013: **Revenue**: We received Tax Revenue of \$7,705.90 and Previously Levied Taxes of \$3,687.78. A check with the revenue is sent to us by the County Treasure with a detailed report of the years for the property taxes. The Siletz Public Library had \$183.31 from copier, meeting room, etc. **Total Revenue**: \$183.31

Expenditures: No changes from regular personnel services expenditures. We sent \$250 as the first payment on a development project ByWater will be working on for better access to Overdrive/Library2Go for patrons through our catalog. When the project is completed we will send another \$250. We decided this was a development we wanted to help fund. We may also help fund a cataloging development if they get enough libraries to support the development but we haven't heard back on this development yet. Rent and Utilities, which includes electricity, gas, phone and Internet was \$287.84. The Travel and Training, \$1,260.65, includes two plane tickets for Jane and Diedre to attend the American Library Association (ALA) Conference. We spent \$15.75 this month for Summer Reading but will be spending more as the programs begin. Siletz: We are going over on collection development expenditures but are under throughout the rest of the budget so this will not be a problem and we need the materials. One more reimbursement check needs to go out to the local libraries for this fiscal year. **Total Expenditures**: \$102,498.34.

Action: Approved as presented. Consent

District Librarian's Report and Correspondence

- A. Card from Peter Rayment: We received a thank you card from Peter for the gift cards given to him on his retirement.
- B. Orbis Courier for Tillamook Bay Community College: The Library District is being given funds from CRSN to be managed by us to pay for the Orbis Cascade Alliance

Courier service: The forms have been sent in but we still have not heard what the startup bill will be and we have not heard when the service will begin.

- C. Oregon and Washington Library Association Joint Conference: There was not time to report on this conference at the last Board meeting. Both Jane and Diedre attended the conference. It was held in Vancouver, WA at their convention center. One workshop was about various library computer systems that are not proprietary computer systems. Diedre spoke for a few minutes about Koha and our experience working with Koha and ByWater Solutions as our service provider.
- D. Siletz: The Siletz Valley Friends of the Library have been discussing a contract for painting the library for the last few months but have now finally signed a contract. It is supposed to take about 6 weeks to clean the building and paint. They also contacted Virginia about helping with the weeding around the library grounds.
- E. Ezproxy Server with OCLC: We have been trying to get an ezproxy server set up using OCLC so that we do not have to manage our own equipment. The ezproxy server is used for patron verification that is needed for databases and will be needed for patron placed Interlibrary Loans. They lost us so that this is taking 8 weeks instead of 4 weeks to get set up. It is supposed to be ready by June 17.
- F. Visits to Legislators in April: Board members wanted to know how those visits went. We, Jane, Janet Webster, and I, were able to meet with Sen. Roblan and a staff person for Rep. Gomberg. We talked with them about the Ready-to-Read program, the funding and coordination of effort for county law libraries, and we always talk a little about intellectual freedom issues. We set up a display in the Galleria area where Legislators can pick books to send to their local public or school libraries.
- G. Special Districts Association of Oregon (SDAO): The Board will be meeting on June 20. I am the nominee for SDAO President this next year and the vote will occur at the meeting.

Public Comment: No public present

Decision Items:

- A. Approve 2013/2014 budget – The LB-20, LB-30 and LB-31 forms have been updated to show the changes made by the Budget Committee. The LCLD Board may make other changes as long as the changes do not go beyond 10% of the budget without having another Budget Committee meeting. If there are other changes made during the fiscal year they may be made. **Action:** Resolution 6-13: It was moved by Virginia and seconded by John to approve Resolution 6-13. Unanimous approval.
- B. Approve 2013/2014 Board Calendar: The calendar continues with the meetings being held on the second Tuesday of each month at 1:00 p.m. with no meeting in July. **Action:** Approved the calendar as presented. Consent
- C. Set an amount for capital outlay: We have never really set an amount for capital outlay. What would be helpful would be to have a dollar amount for items that would be considered capital outlay. At one time computers would have been in this category but they now often cost less than \$500 so they aren't really capital outlay. The van would always be capital outlay. It just helps to know whether the expenditures are capital outlay or should come from the supply line or some other budget line. This is will be a helpful guideline. If the amount chosen does not work for LCLD the Board may change the level later. **Action:** It was moved by John that

expenditures of \$2,500 or more be considered capital outlay. Dawn seconded.
Approved. Unanimous

Discussion Items:

A. Report on activities at libraries in the county:

Siletz- Reported earlier about the painting and weeding projects

Toledo- It was asked whether or not a new library director had been selected. Diedre said that she thinks this did happen but there has not yet been a press release. The new director is scheduled to begin working July 1, the start of the new fiscal year.

B. Items for press release: No suggestions

C. May Board Election: John was surprise that he received a congratulation letter for being elected to the Board from Rep. Kurt Schrader. We did receive from the County Clerk the election results. John and Dawn were both reelected to the Board.

Professional Development: John and Dawn are going to the SDAO Board Training in July. Virginia attended the Chick-filet leadership video conference. Found it was interesting and inspiring. It was about grassroots leadership in our country.

Set the next agenda: No suggestions

Next Board Meeting: The next Board meeting will be on Tuesday, August13, 2013 at 1:00 p.m.

Adjournment: The meeting was adjourned at 1:52 p.m.