

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, August 18, 2015

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

**Call meeting to order:** John O'Brien called the meeting to order at 1 p.m.

**Roll call of members and introductions** (if needed): Board Members Present: Chris Boyle, John O'Brien, and Virginia Tardaewether (on phone). Others present: Diedre Conkling (LCLD) and Shirley Hanes.

**Adoption of agenda:** The appointment of Shirley Hanes as the Zone 5 Board member was moved to the first of the agenda. **Action:** The revised agenda was approved. Consent

**Announcements from Board Members:** Virginia is now a grandmother, Chris will not be at the October meeting since he will be in Portugal.

**Review of past Minutes:** June 2015: **Action:** It was moved by Chris and Seconded by Virginia to adopt the minutes as presented. Consent.

**Financial Reports:** June & July 2015: Diedre had some problems with getting the final financial reports put together and found some mistakes so would prefer to submit the Financial Reports at the September meeting. We are in a financially sound position

### District Librarian's Report and Correspondence

#### A. Report for June - August 2015

1. Flooding in the office: Someone turned on the faucet on the east side of the building and it ran for a while during the night and flooded the office next door and our office. The faucet has been fixed so that it can't happen again. It had never happened before in the many years we have been in this office.
2. ALA Conference: Jane and I attended the ALA 2015 Conference in San Francisco. There is a link in the written report to Cognotes which gives lots of information about the conference.
3. Special Districts Association of Oregon (SDAO): Diedre's term as president of SDAO ended at the end of June. Now Diedre is serving in the past-president position, which can last one to two years, depending on how long the current president serves in that position.
4. The SDAO Conference Committee did meet last week and I took two suggestions for the conference from the Oregon Library Association's (OLA) Library Development and Legislation committee. One on developing cooperative programs between types of agencies and the other is how to use social media to the advantage of an organization. I suggested that they contact the Deschutes Library District for doing this program since they do an excellent job for their library.
5. Updated computers to Windows 10: All staff computers except the much older one at the Siletz Library have been updated. We had some minor problems connecting to

our printer from two of our computers and had to contact National Photocopy for help. Everything is working now.

6. Several incidents have occurred which indicate that we need to have some better guidelines for staff on when to contact the police, when to release the video to the police, etc. We have guidelines and policy for not releasing circulation information and for patron use of the library, which all apply to these situations, but we may need something more specific to give staff better guidance.

- B. SDAO Board Training: There are still some workshops but the closest at this point is in Astoria. The same training will also be done at the SDAO Conference, February 2016. We have money in the budget to pay for registration, housing, mileage and meals for Board members interested in any training session.

**Public Comment:** No public attended the meeting

### **Decision Items**

- A. Appoint a new Board member for Zone 5 and discuss Zone 1 – Shirley Hanes was the Waldport City Council Representative to the library. She is still serving on the Waldport Library Board. **Action:** It was moved by Chris and seconded by Virginia to approve Shirley Hanes as the Zone 5 representative to the LCLD Board. She will serve in this position for two years and then may run for the two years needed to finish filling out this term.

Diedre is going to try to contact some of the other people who received a couple of votes for the Zone 1 position and see if any are really interested in serving on the Board and try to arrange a meeting with them.

- B. Election of officers – President and Treasurer: Chris moved that the LCLD Board keep the same slate of officers, John as President and Virginia as Treasure. Shirley seconded the motion. Unanimous.
- C. Seal Rock Book Drop – should we order a book drop?: John and Chris spoke with the owner of the Gingham Dog, Pat, who also owns the property. She now seems okay with putting in a book drop. Diedre will go ahead and order the book drop. Once here we will need to get people to put it in.

### **Discussion Items:**

- A. Board Member Training – would anyone like to go? No one asked to go at this time. SDAO is also having some area trainings but the next one is in Clatsop County and may be too far away for anyone to go.
- B. Report on activities at libraries in the county
  1. Waldport – summer reading programs went really well. No talks are set up yet for the Fall though they often have a Fall event. Their circulation was up a little bit. John asked if we get a report on the libraries summer programs. Diedre does get information from all of the libraries and submits that information on a report to the Oregon State Library and shares that report with the LCLD Board.
  2. Siletz - The summer reading program was also very successful in Siletz.
- C. Items for press release and ideas for articles by Board members: Another press release for the Zone 1 position will go out.

**Set the next agenda:** No additional suggestions

**Next Board Meeting:** Tuesday, September 8, 2015

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

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, September 8, 2015

**Call meeting to order:** John O'Brien called the meeting to order at 1 p.m.

**Roll call of members and introductions** (if needed): Board Members Present: Chris Boyle, John O'Brien, Shirley Hanes and Virginia Tardaewether (on phone). Others present: Diedre Conkling (LCLD).

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

**Announcements from Board Members:** Chris will not at October meeting

**Review of past Minutes:** August 2015 The minutes were not completed for the meeting.

### **Financial Reports:**

**June 2015 Financial Report: Revenue:** We did not receive as much in property taxes as anticipated in the Budget. The June Tax Revenue was \$33,457.93. We went well over the anticipated revenue from Previously Levied Taxes for the year and received \$3,356.04 in June. For Siletz we received some money for photocopies, printing and the meeting room, \$215.84.

**Total Revenue:** \$37,031.32 which put us over the anticipated amount by \$45,554.80.

**Expenditures: Personnel Services:** It looks like the District Librarian was overpaid but this comes because it is awkward to break up a pay period that falls with some of the pay occurring in one fiscal year and one in another but Diedre just puts in the new pay schedule if the split is half and half or more for the final pay period that is June and July (2014 in this case). Next year the pay periods fall a little differently so this will not happen. Total Personnel: \$23,145.55. **Materials and Services:** We made the \$20,200 payment for ByWater Solutions service for our Koha catalog. The copier lease went a little over budget because of the change in copiers but this will not happen again for about 5 years. Postage went over a little bit by \$26.84. The fuel payment for the van was for two months, \$769.92. Travel expenses for Jane and Diedre to attend the 2015 American Library Association (ALA) Conference was \$1,219.48. The election fees for the Board were less than anticipated, \$5,486. We overspent slightly for the Summer Reading Program, by \$465.85, but the Board has been trying to put more funding into this program. Siletz has the \$200.00 over that continues to show. This was for the surveillance system. The final reimbursement payments were made. In Siletz they had more revenue than anticipated, \$6,616.25. We overspent in a few areas but not within the budget as a whole. **Total Expenditures:** \$125,546.34

**July 2015:** We just went over a few things in the July report. **Revenue:** The Carryover from 2014/2015 is correct on the detailed report but incorrect on the General Report. It should be \$197,829.03, which is over the amount budgeted. Diedre will correct this on the wiki. We begin getting Tax Revenue in November. Siletz had \$5,508.37 more in carryover from 2014/2015 than we anticipated. **Total Revenue:** \$228,808.22 **Expenditures:** We have paid the yearly fee for Library2Go for the public libraries in the Chinook Library Network, \$3,365. The public libraries are billed for this and will be repaying the Library District throughout the year. We have also paid for the Orbis Cascade Alliance Courier Service for LCLD and Tillamook Bay Community College (TBCC). We are holding some funds from TBCC to cover this expense. The courier service covers many libraries in Oregon, Washington and a few in Idaho. We pay for all of the libraries in Lincoln County to have this service. **Total Expenditures:** \$53,236.90

**August 2015: Revenue:** The County has a new reporting form for their tax deposits. I have decided to just put the interest in the current fiscal year, \$6.05. They are also now showing how much we receive for the tax base and the local option tax. The Previously Levied Tax Revenue was \$9,244.59. We received \$10,768.52 from Lincoln County to reimburse us for the law library position. We received \$1,000 from the City of Siletz as the rest of their payment to the Siletz Library after paying for the 2014/2015 building insurance, \$2,000. We also received \$500 from the Siletz Valley Friends of the Library for the books given away during the Summer Reading Program. We received \$8,059.10 in State Forestry funds. **Total Revenue:** \$34,900.82

**Expenditures:** The personnel services expenditures do not vary from month to month. We had to pay a little extra under the copier lease for help getting the copier to communicate with two of our computers after switching to Windows 10. Some of the summer reading programs for Siletz were paid out of the Siletz budget, which is something we were unable to do 10 years ago. The payment for the Siletz security alarm is quarterly and not monthly. A payment to IconPro will appear on the next financial report. **Total Expenditures:**

**Action:** It was moved by Chris and seconded by Shirley to accept the financial reports for June, July, and August 2015. Unanimous

### **District Librarian's Report and Correspondence**

#### A. Report for August - September 2015

1. Stripping of the Siletz Parking Lot: The parking stripes were repainted along with the directional arrows and the handicapped space. We do have a problem with people parking in front of the book drop so we are thinking about maybe some signage to put there to encourage people not to park in front of the book drop.
2. Surveillance Equipment at Siletz: For some reason we were having problems downloading sections of video. That is now working and several flashdrives were purchased to use to download video to be given to the Sheriff's department, when needed.
3. Year End Statistical Report: Jane has been working on the statistical reports, pulled from our library system, for the year showing number of patrons, circulation, number of items in the collection, etc. for the public libraries to use in their reports to the Oregon State Library. The reports are due by October 1, 2015. The final report will be shared with the LCLD Board. I have asked the Newport and Driftwood Libraries to also give us information about their circulation to LCLD patrons when they have completed their reports.
4. Getting Shirley on the Discussion Lists: I have not been able to get Shirley added to the discussion lists. For now I am cc'ing Shirley. The next step is that she is going to recontact Peak.

- B. 2016 Ready to Read Application: Our application for Ready to Read funds for the 2016 summer reading program has been submitted. It needed to be submitted by August 31, 2015.

### **Decision Items:**

- A. Think about using an abbreviated form for motions from Robert's Rules of Order to make the process less awkward. Copies of information from Robert's Rules of Order were distributed. There was no decision made at this time but the Board seems in agreement with doing this. The Board does often follow some of this.
- B. Appoint a new Board member for Zone 1: Still a work in progress.

- C. Seal Rock Book Drop – It has been ordered. John and Chris felt that they probably should recontact the people in Seal Rock. We need to get people to put it in. Virginia sent an email to her group and is waiting to hear back. We should also contact Angel Job Corp to see if they can do this project. We need to find out who to contact there. Jill Tierce may know someone. Diedre will contact Jill. If she doesn't know then John will contact Angel Job Corps to find someone. We need poles and cement for the book drop.
- D. Recognition of Vic at the Waldport Library – The Waldport Library wants to purchase a floor globe. This is what Vic wanted. We haven't heard how much money they need. We can make a contribution from LCLD funds as well as individual donations. We just need to find out how much Waldport needs. Shirley will recontact Jill about this.

#### **Discussion Items**

- A. Board Member Training – refresher of Board and Librarian Duties. This just a reminder.
  - 1. Responsibilities of the Board and District Librarian
  - 2. LCLD Organizational Chart - Includes the LCLD office and the Siletz Library
- B. Report on activities at libraries in the county: Most of the libraries have just finished up their summer reading programs. The Siletz Valley Friends of the Library don't meet during the summer. Their next meeting will be September 17.
- C. Items for press release and ideas for articles by Board members: Should we put anything in the press about the Summer Reading program beyond what the local public libraries have done?

**Set the next agenda:** Update on globe for Vic and the insulation of the book drop

**Next Board Meeting:** Tuesday, October 13, 2015

**Adjournment:** The meeting was adjourned at 1:59 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, October 22, 2015

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

**Roll call of members and introductions** (if needed): Board members present: John O'Brien, Shirley Hanes, Virginia Tardaewether. Others: Diedre Conkling (LCLD)

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

**Announcements from Board Members:** None

**Review of past Minutes:** August & September 2015: On the September minutes change insulation to installation. **Action:** Virginia moved and Shirley seconded the approval of the minutes with the correction. Consent.

**Financial Reports:** September 2015: **Revenue:** We received \$5,125.40 in previously levied taxes. Interest from taxes is being documented on the Tax Revenue line. **Total Revenue:** \$5,135.52.

**Expenditures:** The Personnel Services expenditures were all of the usual expenditures. The Copier Lease was a little higher this month because the yearly maintenance fee was paid. This covers all maintenance and toner. Postage was \$169.80. There was a question about whether there is enough money in this line to cover increases in postage and the answer is that it will really depend on how many items are mailed during the year so it is a bit of an unknown area. We did purchase some professional materials, two journals and a couple of books, \$519.14. The local library community was sent a message about the books being available. The utilities were all of the basics. Supplies included mailing envelopes, paper, etc. Registration for the American Library Association Midwinter Meeting and Annual Conference for 2016 for both Jane and Diedre was paid. Paying the bundled price, \$430 each, saves a bit of money. Midwinter will be held in Boston, January 7 – 12, and Annual in Orlando. Diedre's plane ticket to Boston was purchased for \$291. \$2,700 was paid for the new Seal Rock book drop. The monthly payments to OCLC were made. In Siletz \$937.75 was spent on the collection. Building expenditures were the usual.

**Action:** It was moved by Virginia and seconded by Shirley to accept the Financial Report with two corrections, the I missing on the Siletz Financial Report and the Tax Revenue dates. Unanimous approval.

### District Librarian's Report and Correspondence

#### A. Report for September & October 2015:

1. Our Ready to Read Grant for 2016 was approved.
2. Special Districts Association of Oregon (SDAO) Board has an opening for an At-Large Board member. I sent out a message to all of the library districts letting them know this was a good time to apply for a Board position.
3. Neighbors for Kids in Depoe Bay: a meeting is being set up to discuss library service possibilities.
4. Siletz Library: All indoor light bulbs that had burned out were replace, on fixture was replaced, an electrical problem was found and corrected and two outside building lights were changed to LED.

5. Talked with the librarian from Crook County about their becoming a district.
  6. Attended the SDAO Legislation Committee meeting and we went over the Legislative report presented by the SDAO Legislative staff.
  7. Oregon Library Association (OLA) Library Development and Legislation Committee: One interesting development is that Douglas County Commissioners were looking at charging everyone for library cards as a way to ease their budget problems. I had gathered information from libraries about how little is raised by libraries when they charge for cards and sent that to the library director. Abigale Elder and Janet Webster are writing a letter explaining how this action would make them no longer a public library, which would make them ineligible for funds from the State Library.
- B. 2015 Statistics for the State Library: The report was filled out and submitted on time. The copy of the report shows both 2014-2015 information and 2013-2014 information. An error in one of the addresses sent in was found and Diedre will let the State Library know about the error.

**Public Comment:** No public present

**Decision Items:**

- A. Add John O'Brien as one of the people who may sign LCLD checks. Others who may currently sign checks: Diedre, Chris, Virginia. Two signatures are required on each check. The District Board By-Laws state that the Board President is one of the people who can sign checks. **Action:** A motion was made to add John O'Brien as a signatory on the Lincoln County Library District checks. Moved by Virginia, seconded by Shirley. Unanimous approval.
- B. Declare as surplus items at the Siletz Library: 1 large TV, 1 TV stand, 1 chair rack. **Action:** A motion was made to declare these items surplus. Moved by Virginia, seconded by John Unanimous approval.
- C. Review and Revise Board By-Laws: It was decided to revise the by-laws at the next meeting. Diedre will send out some possible changes and others will suggest changes.
- D. Appoint a new Board member for Zone 1: No suggestions

**Discussion Items**

- A. Update on Book Drop – Diedre has not contacted the Job Corps. John will go down to Seal Rock again to talk with them again. It might be good to hire someone to install the book drop. Everyone liked this idea. We will look for the specs. Virginia can find someone to do the installation.
- B. Video Surveillance Procedures for Siletz: The Board does not establish procedures but Diedre just wanted to talk over some of the issues with the Board. The goal is to have procedures that strike a balance between safety for those using the library and staff acting as police. One solution could be just to have the staff contact Diedre before releasing video. Think about writing a check list on steps to take before deciding to call the police might be a good idea. We do have information on dealing with difficult patrons that can be used for writing procedures.
- C. Report on activities at libraries in the county: No reports



- D. Items for press release and ideas for articles by Board members: We will do a press release about the Seal Rock book drop when it is available for use. Add the Pacific Skinny to the press release list.

**Professional Development:** The Board talked a little about downloading and reading ebooks.

**Set the next agenda:** Update on the globe for Vic.

**Next Board Meeting:** Tuesday, November 10, 2015

**Adjournment:** The meeting was adjourned at 2:20 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, October 22, 2015

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

**Roll call of members and introductions** (if needed): Board members present: John O'Brien, Shirley Hanes, Virginia Tardaewether. Others: Diedre Conkling (LCLD)

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

**Announcements from Board Members:** None

**Review of past Minutes:** August & September 2015: On the September minutes change insulation to installation. **Action:** Virginia moved and Shirley seconded the approval of the minutes with the correction. Consent.

**Financial Reports:** September 2015: **Revenue:** We received \$5,125.40 in previously levied taxes. Interest from taxes is being documented on the Tax Revenue line. **Total Revenue:** \$5,135.52.

**Expenditures:** The Personnel Services expenditures were all of the usual expenditures. The Copier Lease was a little higher this month because the yearly maintenance fee was paid. This covers all maintenance and toner. Postage was \$169.80. There was a question about whether there is enough money in this line to cover increases in postage and the answer is that it will really depend on how many items are mailed during the year so it is a bit of an unknown area. We did purchase some professional materials, two journals and a couple of books, \$519.14. The local library community was sent a message about the books being available. The utilities were all of the basics. Supplies included mailing envelopes, paper, etc. Registration for the American Library Association Midwinter Meeting and Annual Conference for 2016 for both Jane and Diedre was paid. Paying the bundled price, \$430 each, saves a bit of money. Midwinter will be held in Boston, January 7 – 12, and Annual in Orlando. Diedre's plane ticket to Boston was purchased for \$291. \$2,700 was paid for the new Seal Rock book drop. The monthly payments to OCLC were made. In Siletz \$937.75 was spent on the collection. Building expenditures were the usual.

**Action:** It was moved by Virginia and seconded by Shirley to accept the Financial Report with two corrections, the I missing on the Siletz Financial Report and the Tax Revenue dates. Unanimous approval.

### District Librarian's Report and Correspondence

#### A. Report for September & October 2015:

1. Our Ready to Read Grant for 2016 was approved.
2. Special Districts Association of Oregon (SDAO) Board has an opening for an At-Large Board member. I sent out a message to all of the library districts letting them know this was a good time to apply for a Board position.
3. Neighbors for Kids in Depoe Bay: a meeting is being set up to discuss library service possibilities.
4. Siletz Library: All indoor light bulbs that had burned out were replaced, one fixture was replaced, an electrical problem was found and corrected and two outside building lights were changed to LED.

5. Talked with the librarian from Crook County about their becoming a district.
  6. Attended the SDAO Legislation Committee meeting and we went over the Legislative report presented by the SDAO Legislative staff.
  7. Oregon Library Association (OLA) Library Development and Legislation Committee: One interesting development is that Douglas County Commissioners were looking at charging everyone for library cards as a way to ease their budget problems. I had gathered information from libraries about how little is raised by libraries when they charge for cards and sent that to the library director. Abigale Elder and Janet Webster are writing a letter explaining how this action would make them no longer a public library, which would make them ineligible for funds from the State Library.
- B. 2015 Statistics for the State Library: The report was filled out and submitted on time. The copy of the report shows both 2014-2015 information and 2013-2014 information. An error in one of the addresses sent in was found and Diedre will let the State Library know about the error.

**Public Comment:** No public present

**Decision Items:**

- A. Add John O'Brien as one of the people who may sign LCLD checks. Others who may currently sign checks: Diedre, Chris, Virginia. Two signatures are required on each check. The District Board By-Laws state that the Board President is one of the people who can sign checks. **Action:** A motion was made to add John O'Brien as a signatory on the Lincoln County Library District U.S. Bank accounts. Moved by Virginia, seconded by Shirley. Unanimous approval.
- B. Declare as surplus items at the Siletz Library: 1 large TV, 1 TV stand, 1 chair rack. **Action:** A motion was made to declare these items surplus. Moved by Virginia, seconded by John Unanimous approval.
- C. Review and Revise Board By-Laws: It was decided to revise the by-laws at the next meeting. Diedre will send out some possible changes and others will suggest changes.
- D. Appoint a new Board member for Zone 1: No suggestions

**Discussion Items**

- A. Update on Book Drop – Diedre has not contacted the Job Corps. John will go down to Seal Rock again to talk with them again. It might be good to hire someone to install the book drop. Everyone liked this idea. We will look for the specs. Virginia can find someone to do the installation.
- B. Video Surveillance Procedures for Siletz: The Board does not establish procedures but Diedre just wanted to talk over some of the issues with the Board. The goal is to have procedures that strike a balance between safety for those using the library and staff acting as police. One solution could be just to have the staff contact Diedre before releasing video. Think about writing a check list on steps to take before deciding to call the police might be a good idea. We do have information on dealing with difficult patrons that can be used for writing procedures.
- C. Report on activities at libraries in the county: No reports

- D. Items for press release and ideas for articles by Board members: We will do a press release about the Seal Rock book drop when it is available for use. Add the Pacific Skinny to the press release list.

**Professional Development:** The Board talked a little about downloading and reading ebooks.

**Set the next agenda:** Update on the globe for Vic.

**Next Board Meeting:** Tuesday, November 10, 2015

**Adjournment:** The meeting was adjourned at 2:20 p.m.

Approved 11/10/15

Submitted by

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Diedre Conkling  
Board Secretary

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, November 10, 2015

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

- 1:00 – 1:15 p.m. Call meeting to order  
Roll call of members and introductions (if needed): Chris, John, Virginia, Shirley and Diedre  
Adoption of agenda: adopted as presented  
Announcements from Board Members: Suggest to Toledo a drive-up book drop as part of their design ideas  
Review of past Minutes: October 2015: accept as presented C – m, J - s  
Financial Reports: October 2015 m- V, s - Shirley
- 1:15 – 1:25 p.m. District Librarian's Report and Correspondence  
A. Report for October & November 2015  
B.
- 1:25 – 1:30 p.m. Public Comment
- 1:30 – 1:55 p.m. Decision Items:  
A. Review and Revise Board By-Laws – Draft Revision: M – V, S - C  
B. Adopt a Public Records and Public Meetings Policy: Information document and Resolution M – V, s- C Unanimous approval  
C. Appoint a new Board member for Zone 1  
D. Other
- 1:55 – 2:20 p.m. Discussion Items  
A. Update on Book Drop – Spoke again with the owner Pat Merrill owns the Gingham Dog. Joe Mayer is going to do the work and he picked up the book drop Cost between \$1250 and \$1500. He is going to build a form and pour a cement slab, 4 “ deep with rebar and put up the posts on either side of the book drop and attach the Book drop. Asked for an advance for materials \$500. Action: Consent  
B. Update on globe in honor of Vic Bucy: They are meeting on Friday to make a decision on a globe – LCLD said that they could have at least \$500.  
C. Report on activities at libraries in the county: four different Halloween activities at the Waldport Library including a Teen Scream, Mostly successful. Family night for  
D. Items for press release and ideas for articles: Depoe Bay article and soon Seal Rock article  
E. Other
- 2:20 – 2:25 p.m. Professional Development:
- 2:25 – 2:30 p.m. Set the next agenda  
Announce next **Board Meeting**: Tuesday, December 8, 2015  
Adjournment: 1:51 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, December 8, 2015

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

- 1:00 – 1:15 p.m. Call meeting to order: 1 p.m.  
Roll call of members and introductions (if needed): Virginia, Chris, Shirley,  
John, Diedre
- Adoption of agenda  
Announcements from Board Members: Chris not at the Jan.  
Review of past Minutes: November 2015  
Financial Reports: November 2015 m- V, s - S
- 1:15 – 1:25 p.m. District Librarian's Report and Correspondence  
A. Report for November & December 2015  
B.
- 1:25 – 1:30 p.m. Public Comment
- 1:30 – 1:55 p.m. Decision Items:  
A. Change Board meeting day in January? January 5 or 19? January 12 is the day after Diedre returns from the ALA Conference, if there are no flight delays. Cancel the January meeting – m- Chris, s- S  
February 9 – Virginia out town but available by phone  
B. Updating Policies: Library Bill of Rights: Current Board continues to M- C, S-s Do a press release Include a link to policy  
C. Appoint a new Board member for Zone 1  
D. Other
- 1:55 – 2:20 p.m. Discussion Items  
A. 2015 Summer Reading Grant Report  
B. Yearly library reports: Driftwood (Report and Statistics), Newport, Toledo (Report and Statistics), and Waldport (Report and Statistics)  
C. Update on Book Drop  
D. Update on globe in honor of Vic Bucy - \$2,500, Walnut stand – Plan on giving \$500 but more if needed  
E. Report on activities at libraries in the county – Waldport Volunteer party, get calendar from Facebook, each day of vacation will have art at the library, Dec. 21 – Nutcracker at the Library Newport – remodeling the youth area,  
F. Items for press release and ideas for articles – Library Bill of Rights  
G. Other
- 2:20 – 2:25 p.m. Professional Development:
- 2:25 – 2:30 p.m. Set the next agenda  
Announce next **Board Meeting**: Tuesday, February 9, 2016 (January canceled)
- Adjourned at 1:41 p.m.

The Lincoln County Library District (LCLD) helps guarantee library service to all residents of Lincoln County, Oregon. The Library District has a countywide service focus that provides connecting links among libraries, individuals and organizations. The Library District mission is to stabilize, strengthen and expand information services and resources and involvement in the Lincoln County community.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, February 9, 2016

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

**Roll call of members and introductions** (if needed): Board members present: John O'Brien, Chris Boyle, Shirley Hanes, and Virginia Tardaewether (phone). Others present: Diedre Conkling

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

**Announcements from Board Members:** John will not be at the May Board meeting

**Review of past Minutes:** December 2015 - The minutes were not available for review.

**Financial Reports:** December 2015 & January 2016: The January report was reviewed in detail with some reference to parts that were different on the December report.

**Income:** December Tax Revenue was \$102,004 and \$14,487 in January. The Previously Levied Taxes for December was \$5,006 and for January was \$2,909. The Ready-to-Read Grant of \$3,893 was received from the State Library in December. **Total Income:** December = \$110,911.32, January = \$17,401.85

**Expenditures:** Personnel Services: All funds expended in this area were typical for every month. In January six months of rent for the office was paid, \$2,550. The larger expenditure under supplies was \$353.62 for payroll services from Intuit. We did have \$609 in repairs for the van in December. Under Travel, Training, and Registration were some expenses for the American Library Association (ALA) 2016 Midwinter Meeting. In January Oregon Library Association memberships were paid for Board members and some staff members. The rest will be paid in February. The Siletz payment for the Chinook Library Network, \$5,391 was recorded in December. The first reimbursement payment was made to the libraries in December. The December payment is half of the reimbursement for each library. **Total Expenditures:** December = \$428,233.40, January = \$93,109.39.

**Action:** It was moved by Chris and Seconded by Shirley to accept the financial reports. Unanimous

### **District Librarian's Report and Correspondence**

#### A. Report for December 2015 & January 2016

- 1. OCLC Discussion:** Staff from libraries in Lincoln County were able to meet with an OCLC representative and learn about the products and ask questions. We haven't been able to do this for many years. Everyone really appreciated having this opportunity.
- 2. American Library Association 2016 Midwinter Meeting:** Jane and Diedre were able to attend the meeting in Boston January 8 – 12, 2016
- 3. Siletz Valley Friends of the Library (SVFOL):** They SVFOL didn't meet in December but they did meet in January. The main item for discussion was the upcoming annual Siletz Library birthday celebration.



**4. Oregon Library Association (OLA) Legislation and Library Development Committee:** The committee met on January 25. The State Law Librarian is working with county law libraries to take a program around the state introducing those working in public libraries best practices for providing legal information and information about some of the new databases available statewide from the State of Oregon Law Library, NOLO and Fastcase. We also got information about the program that ALA is using for relaying legislative information. We also supported legislation for designating March 28 of each year as Minoru Yasui Day.

**5. Special Districts Association of Oregon (SDAO):**

The SDAO Legislation committee met on January 27. We discussed the Governor's priorities of increasing the minimum wage and ethics reform. We also looked at other upcoming legislation affection Special Districts.

The annual SDAO Conference was held February 4 – 7 in Sunriver.

B. 2016 Property/Casualty Renewal

C. 2016 Best Practices Program

**Public Comment:** There was no public comment.

**Decision Items:**

- A. Updating Policies: Ethics Policy – The sample policy from SDAO was presented but it was decided to put the policy on the March agenda.
- B. Appoint a new Board member for Zone 1 – No names were presented and there have been no inquiries despite the nice article in the News Guard prior to the meeting.

**Discussion Items**

- A. Update on globe in honor of Vic Bucy – The Board was asked if they had any thoughts on how to display information about donors. The Board thought that placing names near the globe for about a year was a good idea.
- B. Report on activities at libraries in the county:  
Waldport – there are plans for a Valentine's Day party and a Lego contest. They are hoping to have a program for homeschool kids which includes contacting the Alaska Zoo and have a live program about polar bears. There also is a young writers competition coming up. The Waldport Friends of the Library are having a program on Feb. 20. Shirley Plummer will be doing a reading from "The Task of Falling Rain."
- C. Items for press release and ideas for articles – We will do another article about library services at Neighbors for Kids, in Depoe Bay once the project is a little further along.
- D. Other: It has been noticed that the Seal Rock book return can't be seen very well when traveling north on the highway. There were no suggestions on how to make any changes.

**Set the next agenda:** The Ethics Policy and Board training on SafePersonnel will be on the agenda.

**Next Board Meeting:** The next Board meeting will be held on Tuesday, March 8, 2016

**Adjournment:** The meeting was adjourned at 1:45 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, March 8, 2016

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): Board members: John O'Brien, Shirley Hanes, Virginia Tardaewether. Others: Diedre Conkling (LCLD)

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

**Announcements from Board Members**: John will be unable to attend the May meeting.

**Review of past Minutes**: December 2015 Minutes were not completed. Minutes for February 2016: **Action**: The minutes were approved as presented. Consent.

**Financial Reports**: February 2016: **Revenue**: Tax Revenue was \$6,216.41. Previously Levied Taxes were \$1,839.10 so we are well over the budget for previously levied taxes. The State Forestry revenue was \$6,662.31. When we budget \$10,000 we end up with less and when we budget \$3,000 we end up with more. This year we are \$24,475 over the budget amount for State Forestry revenue. **Total Revenue**: \$14,721.55.

**Expenditures**: Personnel expenditures were the same as for every month except for in the benefits. Diedre missed making a health insurance payment and so paid a little more this month to catch up. Mileage is a little higher because Diedre went to the Special Districts Association (SDAO) meeting in Bend and another meeting in Salem. We had budget \$6,000 for business insurance but ended up only paying \$4,936. We get some back every year for sending in what we have done to meet the best practices requirements but it is hard to know what that will be from year to year. Monthly reimbursement payments were made to the public libraries. On the Siletz report the transfer of library development funds, \$5,466.67. Siletz Membership/Training/Travel is a little higher because membership fees for all staff to the Oregon Library Association were paid. Carol will be attending the Oregon Library Association (OLA) Conference and her registration of \$200 was paid. The miscellaneous amount under Building Expenditures was \$371.28 to replace the cracked front window. **Total Expenditures**: \$111,919.30.

**Action**: Acceptance of the financial report as presented was moved by Virginia and seconded by Shirley. Unanimous approval.

District Librarian's Report and Correspondence

A. Report for February/March 2016:

1. Neighbors for Kids: Jane has been working with the library volunteer to get their books entered into the system. I will be meeting tomorrow with Ted and Kirsten about how we are going to get library cards for them. We also got a barcode scanner for them and we are printing out barcodes on a Dymo printer.
2. Library Card: Both Toledo and Siletz let me know that they are running out of cards so we are in the process of getting new cards. OCCC would also like at least 100 cards. We are going to make them the same color as the Waldport cards but with the Chinook Library Network logo. The cards will have the barcodes printed on them so that we no longer have to order separate barcodes or print separate barcodes for the cards.

3. Library Databases: The libraries decided that they wanted to drop the ebrary database. We have been looking at other possible databases and, after sending out a Survey Monkey survey, the decision about what databases to get has been made. There will be more about this later in the meeting.
- B. Correspondence: SDIS Employee Benefits Program Regional Meetings have been scheduled. Diedre will try to attend one either in Eugene or Tillamook. Received a poster invitation to an event being held by the Lincoln County Historical Society.
  - C. 2016 Best Practices Program including an Ethics Policy: We began looking at this last month so the information is being redistributed.

**Public Comment:** No public attended the meeting

**Decision Items:**

- A. Updating Policies: Ethics Policy The sample policy sent out by Special District Insurance Services (SDIS) was distributed last month for consideration. Having this kind of a policy will give us some points on the best practices program. We don't usually have policies that just restate State Statutes but these are the kinds of policies distributed by SDIS. We have always followed everything in this policy because they are state law. It is not going to hurt to have this as a policy and there doesn't seem to be any need to make changes other than make the policy one for LCLD. **Action:** Adopting the policy was moved by Virginia and seconded by Shirley. Unanimous approval.
- B. Set 2016/2017 Budget Calendar – John will not be able to attend a May 10 meeting. The 2015 calendar was distributed but Diedre has set a 2016 calendar, the link in these minutes is correct, and needed to reprint the calendar for the Board. Others are available so it was decided to go ahead with May 10 for the Budget Committee meeting. We need to have 6 people present for a quorum. **Action:** The budget calendar was approved as presented. Consent.
- C. Databases for Public Libraries in Chinook Library Network – Information about the databases wanted is in the handouts, Chilton's Automotive, Heritage Quest, Zinio (for Siletz and Toledo), and Mango Languages. We have a hard time keeping up with current materials for learning languages. Diedre would like to make the purchase for 5 years and after that pay the \$200 maintenance fee. It does cost less this way. The information for each language will be in the catalog. Diedre is asking the Board if they will approve us overspending our budget to pay the 5 year fee for Mango Languages and bill back the libraries over the next 5 years. **Action:** It was moved by Virginia and seconded by Shirley to purchase Mango Languages for 5 years. Unanimous approval. Once the databases are in place we need to do a lot of promotion of the new databases, including sending information to the homeschool population.
- D. Appoint Budget Committee Members – The Board member list needs to be updated. At least 2 new Budget Committee members need to be appointed at the April Board Meeting.
- E. Appoint a new Board member for Zone 1: Still no name.

**Discussion Items**

- A. Report on activities at libraries in the county
  1. Waldport Lego night, Had a Dr.Suess birthday program. The young writers competition will be held in May,
  2. Siletz put up a nice display of Suess materials and they are showing the Lorax movie on Saturday. They have started a Magic the Gathering program on Thursdays. The Siletz Valley Friends of the Library had a very successful book sale, While John was at the booksale he noticed that new covers are needed on the outside outlets. This is

something to be done the next time an electrician is hired to do work at the building. The handicapped door was not working. Diedre will check and make sure the switch for the door was in the right direction and not turned off. If it needs to be fixed Diedre will get the door fixed. He also was concern about the front door drainage that has been a problem since the new building was built. Diedre will suggest to the SVFOL that they might want to see if there is a way to fix this problem

B. Items for press release and ideas for articles: Press on databases when they are available.

**Set the next agenda:** Set up the SafePersonnel program for the Board.

**Next Board Meeting:** Tuesday, April 12, 2016

**Adjournment:** The meeting was adjourned at 2:01 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, April 12, 2016

**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: Shirley Hanes, Chris Boyle, John O'Brien, and Virginia Tardaewether. Others present: Diedre Conkling, LCLD

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

**Review of past Minutes:** March 2016: **Action:** Approval of minutes was moved by Chris and seconded by Virginia. Consent

**Financial Reports:** March 2016: **Revenue:** The Tax Revenue for March was \$33,290.89. We should get two smaller deposits in April and May with another fairly large deposit in June. The Previously Levied Taxes received came to \$1,561.27. **Total Revenue:** \$34,855.44

**Expenditures:** Personnel Services did not change from previous months, \$27,696. Mileage came to \$313.93, which included the Special Districts Association conference in Sunriver. Siletz Collection Development expenses were \$634.16 for books and dvds. The registration for Carol to attend the Oregon Library Association Conference was \$200. Programming funds were used for supporting a coloring program and the Magic: The Gathering programs at Siletz, \$334. **Total Expenditures:** \$100,577. (There was a mistake on the reports for Siletz Programming on the reports distributed at the meeting. A corrected report was sent out later on April 12.)

**Action:** Accepted as amended.

### District Librarian's Report and Correspondence

- A. Report for March/April 2016
  1. Neighbors for Kids – We did have a meeting about how to deal with the library cards. The cards will be from Driftwood. The cards will be entered into both systems and can be used at all the libraries in the county.
  2. Koha Upgrade – Another upgrade is coming soon. Staff have been attending training sessions.
  3. Siletz – The Siletz Valley Friends of the Library are going to work on fixing the drainage problem in the front of the library. The SVFOL have been pulling out books from their book sale books to be sent to Better World Books. Better World Books does sell some of the items and send a percentage to SVFOL. What they can't sell they recycle.
  4. New Library Cards – we have ordered new cards for Siletz, Toledo and OCCC. A sample was distributed to the Board.

**Public Comment:** No public

### Decision Items:

- A. SafePersonnel online training for Board: The program was demonstrated for the Board. They have a few months to complete the Board training on ethics. Board members may also do any of the other training they find interesting.

- B. Appoint Budget Committee members: A couple of new Budget Committee members are needed. Chris is going to check and see if Ron Cornelius is interested. Shirley suggested Jan Hansen. **Action:** Ron will be appointed on condition of his acceptance. Jan Hansen was appointed. Moved by Chris and Seconded by Virginia. Unanimous approval.
- C. Appoint a new Board member for Zone 1: no name yet

**Discussion Items**

- A. Report on activities at libraries in the county
  - Toledo: The library is celebrating Earth Day by planting the front area where the trees were removed.
  - Waldport – Baby story times are every Wednesday. Family Fun night, on Thursday, will celebrate Beverly Cleary’s 100<sup>th</sup> birthday. They received 22 essays for the young writers contest.

**Professional Development:** Board members will do the SafePersonnel training on ethics.

**Next Board Meeting:** Tuesday, May 10, 2016 after the Budget Committee Meeting

**Budget Committee Meeting:** May 10 beginning at 1:00 p.m,

**Adjournment:** The meeting was adjourned at 1:53 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, May 10, 2016

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

### **Began immediately following the LCLD Budget Committee Meeting**

**Call meeting to order**: The meeting was called to order by John O'Brien at 2:16 p.m.

**Roll call of members and introductions** (if needed): Board Members present: Chris Boyle, Virginia Tardaewether, Shirley Hanes, and John O'Brien. Others Present: Diedre Conkling (LCLD)

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

**Announcements from Board Members**: Virginia says that they planted around the front of the Toledo Library where the trees used to be.

**Review of past Minutes: April 2016 – Action**: The minutes were approved as presented. Moved by Chris, Seconded by Virginia. Unanimous

**Financial Reports: April 2016 Revenue**: Tax Revenue was \$4,083.83 and Previously Levied Taxes was \$1,596.75. This is one of the months when we don't get as much revenue. We will get much more in June. We also received \$9,496 came in from libraries for their share of the Chinook Library Network. We received \$399.50 from the Special Districts Association (SDAO) as longevity credit. **Total Revenue**: \$15,579.35

**Expenditures**: Personnel Expenditures were mostly the same. There are 3 pay periods in April so this is a little higher than some other months. Under the Computer Network is red for Mango Languages. The Board gave approval to go ahead and pay the full \$7,450 for a 5 year contract. We will be billing the public libraries in the Chinook Library Network over the next 5 years for Mango Languages to pay back the Library District. This won't even make us go over in Materials and Services for the year so there is not a worry about this. Under Training/Travel/Membership is \$449.96 for Jane's airline ticket to the American Library Association (ALA) Conference in June. \$75 is for Diedre's registration for a Human Resources workshop sponsored by SDAO. Summer Reading Program supplies were purchased, \$775.37. The regular monthly reimbursement to the libraries was sent out. Siletz: Did not spend a lot on the collection in April, \$227.15. We did pay \$326.04 for the yearly maintenance contract for the heating and cooling system maintenance.

**Action**: The Financial Report was approved as presented. Acceptance moved by Virginia and seconded by Shirley. Unanimous approval

### **District Librarian's Report and Correspondence**

#### A. Report for April/May 2016

1. Attended a small workshop about benefits
2. Platt Electric is having a tent sale in the parking lot next Tuesday
3. The Siletz Valley Friends of the Library were talking about the August Pow-Wow book sale
4. The curtain at the Siletz Library needed to be repaired so that it could be closed. That was done by Carpet One.

5. Neighbors for Kids – kind of slowly moving along with this. Most of the materials are now listed in the catalog. We should have library cards for them in the next week or so.
6. Databases – they should all be up and running on the website very soon.

**B. Correspondence**

1. Long Term Disability memo: we fill this form out every year after we know what the salaries will be. We bank sick leave so don't really need short term disability but having the long term is good for staff and the District.
2. SDAO Regional HR Trainings handout – Diedre will be going the June training in Newport
3. Health Insurance for 2016/2017 – handout with benefit information

**Public Comment:** No public comment

**Decision Items:**

- A. Health Insurance approval: Asked to change the plan to the next one on the list which doesn't change any of the coverage but changes the deductible to \$3,000. This really just remains at \$100 for staff but is more for the District if a staff person happens to have a major health event. If they don't then this is a savings for the district. On the chart the change is from Red PPO F to Red PPO H. **Action:** It was moved that this change in the health insurance be accepted. Moved by Chris. Seconded by Shirley. Unanimous approval.
- B. Appoint a new Board member for Zone 1 – no recommendations

**Discussion Items**

- A. Report on activities at libraries in the county  
Waldport – Jacqueline Shepherd was the grand prize winner in the young writers program. A notebook with all of the entries will be in the library.

**Next agenda:** No more suggestions

**Next Board Meeting:** Tuesday, June 14, 2016 after the Budget Hearing

**Budget Hearing:** June 14 beginning at 1:00 p.m.,

**Adjournment:** The meeting was adjourned at 2:38 p.m.



# Lincoln County Library District

## BOARD MEETING MINUTES

Tuesday, June 14, 2016

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

The meeting will begin with the Budget Hearing for the 2016/2017

**Budget Hearing:** The Budget Hearing was called to order at 1 p.m. by John O'Brien. No Comments. The meeting was closed at 1:02 p.m.

**Board Meeting:** The meeting was called to order by John at 1:02 p.m.

**Roll call of members and introductions** (if needed): Board Members present: John O'Brien, Virginia Tardaewether, Chris Boyle, and Shirley Hanes. Others present: Diedre Conkling

**Adoption of agenda:** Add the Audit into discussion items but it will be presented after July. The rest of the agenda was approved as presented. **Action:** Approved by Consent

**Announcements from Board Members** – John may not be at the August meeting

**Review of past Minutes:** May 2016: **Action:** It was moved by Chris and seconded by Virginia to adopt the minutes as presented. Consent

**Financial Reports: May 2016: Revenue:** The Tax Revenue received was \$5,226.25. Previously Levied Taxes were \$2,060.41. Also received was \$10,698.43 in State Forestry. We have now gone over the amount budgeted for the year by \$3,376.69. **Total Revenue:** \$17,986.84.

**Expenditures:** Personnel Expenditures were the same as usual. You will continue to see red on the Computer Network because we paid in advance for Mango Languages. We will not be over in total Materials and Services so do not need to move any funds. Van we paid for fuel, \$285.56, and an oil change, \$40.95. Legal Notices is for the first announcement of the Budget Committee meeting, \$23.10. OCLC expenditures were \$7,014.58. We spent another \$61.50 on the Summer Reading Program. The usual Library Reimbursement payments were made to the local libraries, \$66,042.50. Siletz Expenditures: We went over a little in Membership/Training/Travel because of Carol's expenses going to the Oregon Library Association Meeting, \$305.25. We are short in Building funds because of cost of some replacement of lights and fixing the heating system. It was all a little more than anticipated. We also purchased a new firewall for \$967.00.

**Total Expenditures:** \$107,374.38

**Action:** Moved by Virginia and seconded by Shirley to accept the Financial Report. Unanimous.

### District Librarian's Report and Correspondence Report for May – June 2016

1. **Siletz and the Siletz Public Library:** A new Siletz Neighborhood Watch group was formed and the first thing they did was say that the 24 hour wireless service at the library was a major contributing factor to drug use in the community. They hadn't actually checked or they would have known that the wireless has not been on 24 hours a day because we have been trying to stop bit torrent attacks. People have been using services like bit torrent to illegally download video and we were going to have the

Internet access at the library cut-off if we couldn't stop it. The illegal downloads were happening at night.

We were able to clear up that the Library wireless has not been on 24 hours a day for a while. After that the Neighborhood Watch group realized we have the same concerns about drug use in Siletz and drug use around the building. There is now a friendly and cooperative exchange going on with all of us. The Neighborhood Watch group has volunteered to help cut down the bushes on the south side of the building.

There was a suggestion that we have Sharps boxes for disposal of needles. We are thinking about this but no decision has been made. There would be a problem with them getting ripped off the walls, which probably would happen. Dahl Disposal would dispose of the boxes. We can keep this in mind for the future.

2. **Oregon Library Association Library Development and Legislation Committee:** The State Library is in the process of writing new administrative rules for the new configuration of the State Library Board. Some of the people who attended National Legislative Day in May reported back about their experience. Some members are revising a document that shows some information about differences in library services when managed by a public board or being managed by a private company.
3. **Siletz Valley Friends of the Library:** At the last meeting most of the discussion was around the June annual meeting. They also have been cleaning out the storage area of books that they don't think will sell at a book sale.
4. **Special Districts Legislative Committee:** The Committee mostly discussed the measures that past during the May election and discussed the make-up of the State Legislature following the election results. It is also time for people to submit legislative concepts for consideration by the committee for legislation we might support or pursue during the next Legislative Session, 2017.
5. **Notice of Ethics Meeting in Lincoln City:** This workshop includes filling out the financial information forms, which do not need to be filled out by District Boards.
6. **SDAO Board Training on August 18** – please let Diedre know if you are interested in attending.

**Public Comment:** No public

**Decision Items:**

- A. **Suggested change for 2016/2017 Budget** – digitizing old News-Times/Lincoln Leader – one example of possible cost. The local libraries would like to see if the Library District can arrange for funding for digitizing these old newspapers from the microfilm at the Toledo Library. This would make the information more available to everyone. Diedre is suggesting moving money from contingency to library development for now and then we will investigate the best way to do this, including exploring possible grants. We will need to have questions answered like where will the information be stored since we do not have a server which can be used for storage. Contacting the U of O newspaper project about storage would probably be a good idea. It was asked if the libraries could pay for

this out of reimbursement funds but that would require rewriting the contracts with the libraries. For the first years of the Library District we often funded these kinds of projects, before we lost money with the passage of Measures 50/51 in 1997/1998. So it has been a long time since we have done this but it is not a new kind of action for us to take.

**Action:** Approval was moved by John and seconded by Virginia that the funds be moved from the contingency fund to the Interlibrary Loan/Cataloging/Reference section of the budget with the provision that we explore the possibility of getting a grant. Unanimous approval.

- B. **Approval of the 2016/2017 Budget** (LB-20, LB-30, LB-31 Resolution 6-16 and revised LB-30, LB-31) – Revised Resolution 6-16 **Action:** It was moved by Shirley and seconded by Chris that the revised budget and budget resolution be adopted. Unanimously approved.
- C. **Approve Board Calendar** for 2016/2017 **Action:** Adoption of the calendar was moved by Chris and seconded by John. Unanimously approved.

### **Discussion Items**

#### **A. Report on activities at libraries in the county:**

Siletz: The Siletz Valley Friends of the Library will be holding their annual meeting on Thursday. They will not be holding any meetings during July and August. They will have a booksale during PowWow in August. They have now hired a new landscaper to keep the grounds. It is expensive to keep up the grounds. The SVFOL got a donation last night to continue on with the grounds up keep during the rest of the year.

Waldport: Summer Reading program, Family Fun night is a Sand dollar art program. The babies and toddlers will be marching in the Beachcombers parade. August 12-13 the Waldport Friends will be holding a Book Sale. The writing contest winner was mentioned in a piece in the paper sponsored by the Waldport Library.

Toledo: The summer reading program is starting. There are new plants for the front of the library.

Newport: Chris went to the Newport open house. He liked the new Teen area.

- B. **Items for press release and ideas for articles by Board members:** We will be doing a press release on the new databases. The databases are now all working well. The Mango Languages database includes some fun like learning to speak pirate. It also includes ESL courses.

**Professional Development:** No additional pieces

**Set the next agenda:** We probably will be able to go back to some policy updates.

**Next Board Meeting:** The next Board meeting will be on Tuesday, August 9, 2016.

**Adjournment:** The meeting was adjourned at 1:58 p.m.