

# Lincoln County Library District

## BOARD MEETING MINUTES

September 14, 2010

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

**Call meeting to order**: The meeting was called to order by Jan Christensen at 4:12 p.m.

**Roll call of members and introductions** (if needed): Board members present: Jan Christensen, Barbara Smith-Huggins, and Virginia Tardaewether. Others present: Peter Rayment (Toledo) and Diedre Conkling

**Adoption of agenda**: **Action**: The agenda was approved with an addition of prioritizing getting a bookkeeper. **Consent**

**Announcements from Board Members**: Beach and Bay clean-up on Sept. 25<sup>th</sup>. There is also a drug turn in at that time for prescription drugs. Exhibit at the Visual Art Center of art made from things picked up during beach cleanups. Barbara has been working on Seashore Literacy and they are having a fundraiser on October 2 at the center (where the old middle school was). They will have purses, jewelry, etc.

**Review of past minutes**: June 2010 Not completed for the meeting.

**Financial Reports**: June – August 2010 To close out the 2009-2010 year some funds need to be moved from Materials and Services to Personal Services, \$2,742.69. This will cover the over expenditures in Personal Services **Action**: Virginia made the motion to move the funds. It was seconded by Barbara. **Approved unanimously.**

**Approved**: June and July financial reports.

**District Librarian's Report and Correspondence**: Much of the written report includes CRSN activities because that is the part of the report that is written. There are many problems with the CRSN system, some of which can be seen just looking at the website. There is little I can do to help make improvements but I am trying to do what I can to help. At the moment this has included working with the budget and the Intergovernmental Agreement. The people currently working on the system do not have the same kind of skills as our previous system person did and there are needs for new equipment. The combination is making the system not as good as it was in the past. We can take a closer look at the Intergovernmental Agreement at the next meeting.

Diedre has been looking at OCLC's Web-scale Management Services and wondering if it is a system that will help CRSN. The SirsiDynix system is going to cost us too much in equipment. The new equipment wanted or needed is beyond the current CRSN budget. The OCLC system would eliminate the need for some of the new equipment being looked at for CRSN. OCLC will probably be ready within a year to take on more libraries.

**Public Comment**: Peter – Toledo set a new circulation record for 2009/2010, had 17 fewer signups but more circulation.

**Decision Items**

- A. Election of officers – President and Treasurer – Move to continue same officers as last year with Chris as President and Jan as Treasurer. **Action:** Moved by Barbara and seconded by Virginia. **Consent**
  
- B. Set Board Calendar: Chris asked if we have to meet every month. The advise we get from the Special Districts Association is that we need to meet every month but Diedre has not yet found this in the ORS yet, though it may be there. One suggestion was to meet every other month but there is a possibility that we would have business several months in a row but then nothing for the following month. Diedre also requested that the Board not meet in January 2011 because of the American Library Association Midwinter meeting from January 6 – 11. Diedre would also like to take a few days of vacation time January 12 – 14. Virginia will not be available in October. Diedre could send out a message a couple of weeks before a meeting saying that there really is not any business that month and the Board will not meet. This will be done just before sending out the press release. We will probably try to meet at least every other month. We can meet using conference calls as well as long as they are advertised We can discuss this some more at the next meeting.
  
- C. Board goals for the year? – Are there any ideas? Diedre did not copy the past goals on the agenda and should have done this. The Board wondered if the libraries need anything from us that we aren't doing for them. There are parts of the Personnel Policy that need to be updated but Diedre looked through it recently and did not feel that a major over-haul was needed. It was asked if staff need training opportunities. Diedre has always let staff know about training opportunities and there are quite a few opportunities
  
- D. Prioritize getting a bookkeeper: This is a priority but we just can't do it without the rearrangement of the office. At the moment adding this person would cause more stress, not less. The office staff has a plan for doing the rearrangement but we spent so much time working on CRSN issues and time without good Internet connections and without connections to CRSN which forced staff to do work away from the office.

#### **Discussion Items**

- A. Report on activities at libraries in the county
- B. Items for press release
- C. Other

**Professional Development:** Board Member Responsibilities

**Set the next agenda:** Re-discuss the Board meeting calendar

**Next Board Meeting:** Tuesday, October 12, 2010?

**Adjournment:** The meeting was adjourned at 5:40 p.m.

## **Tenative Future Meeting Dates**

Meetings are usually held on the 2nd Tuesday of the month beginning at 4:00 p.m. The meetings are usually held in the District office, 1247 NW Grove, #2, Newport.

September 14, 2010

October 12, 2010

November 9, 2010

December 14, 2010

January 11, 2011 (may be moved to January 18)

February 8, 2011

March 8, 2011

April 12, 2011

May 10, 2011

June 14, 2011

No meeting in July 2011

August 9, 2011

## Responsibilities of the Board and the District Librarian

### Board Responsibilities

1. Employ a competent and qualified librarian
2. Determine the purposes of the Library district and secure adequate funds to carry on the district's programs.
3. Determine and adopt written policies to govern the operation and program of the District. Adopt bylaws for board procedures. Develop and adopt a mission statement for the District.  
  
Review policies on a regular basis, especially as part of the orientation of new board members.
4. Know the program and needs of the District in relation to the community; keep abreast of standards and library trends; cooperate with the librarian in planning the District program; and support the librarian and the staff in carrying it out.
5. Establish, support, and participate in a planned public relations program.
6. Be completely informed about the financial status of the District.  
  
Work with the librarian and the budget committee to formulate a budget adequate to carry out the goals and objectives of the District.

### District Librarian Responsibilities

1. Act as technical advisor for the board. Hire and direct staff members in line with the district's personnel policies and best practices.
2. Suggest and carry out plans for extending library services.
3. Recommend needed policies to the board and supply examples and sources of information.  
  
Carry out the policies of the library as adopted by the board.  
  
Interpret policies to staff and the public.  
  
Administer the District within the framework of the law and of the District's goals and objectives policies and budget.
4. Provide assistance and direction to the board in developing District programs and determining methods for evaluation.  
  
Assist the board to know the needs of the community and how to respond to these needs through the District.  
  
Prepare regular reports embodying the District's current progress and future needs; cooperate with the board to plan and carry out the library program.
5. Maintain an active program of public relations.
6. Provide a report of budget status and of expenditures at each board meeting.  
  
Prepare the budget for the budget committee and the board. Supply facts and figures to the board and

Work to secure adequate funds for library services to the community, including lobbying.

Explore ways of increasing the District's income through tapping sources other than taxes and by cooperating with other libraries.

7. Know local and state laws; actively support library legislation in the state and nation.
8. Attend all board meetings and committee meetings as assigned. See that accurate records are kept on file in the District office.
9. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. Study library publications.  
  
Budget for continuing education experiences for administration, staff and board.
10. Be aware of the services of the State Library and Special Districts Association of Oregon.
11. Report regularly to the general public.

budget committee to aid in interpreting the District's current and future financial needs.

Identifying financial needs of the District and work with board and staff for adequate funding.

Call the board's attention to ways of stretching the budget or shifting emphasis. Utilize cooperation on behalf of the public.

7. Know local and state laws; actively support library legislation in the state and nation following legal standards set of public employees.
8. Attend all board meetings and committee meetings; serve as secretary of the board.
9. Affiliate with regional, state and national professional organizations and attend professional meetings and workshops. Study library and other professional publications.  
  
Help budget for continuing education experiences for administration, staff and board.
10. Make use of the services and consultants at the State Library and Special Districts Association of Oregon.
11. Report regularly to the District board and to the general public.

# Lincoln County Library District

## BOARD MEETING MINUTES

November 9, 2010

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

**Call meeting to order**: The meeting was called ot order at 4:00 p.m. by Chris Boyle.

**Roll call of members and introductions** (if needed): Members present: Chris Boyle, Jan Christensen and Barbara Smith-Huggins (on phone). Others present: Chris Underwood (CRSN System Administrator), Greg Palser and (missed name) (CoastCom).

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

**Announcements from Board Members**: None

**Review of past minutes**: September 2010: The minutes had not been read by Board members so will be approved at the December meeting.

**Financial Reports**: August - October 2010: Actually found that the July report did not include the detailed report. It was necessary to do this report and then do the other reports but because of time limitations only the August Reports were completed.

Revenue: We received \$4,513.81 in Previously Levied Taxes and \$5,271.04 from State Forestry.

**Total revenue**: \$9,787.33.

Expenditures: We did not have very many expenditures during the month. Personal Services were all regular expenditures: \$23,641.30. The copier lease seems high but we are in the process of getting a new copier and we paid the yearly maintenance fees for the new copier and finished paying the monthly lease payment on the old copier, \$ 990.14. In the long run we will be paying less for the new copier than we were for the old copier. The major expenditure for CRSN was for Alt-n Technologies (CRSN's email). This will be reimbursed to us later. Paid three months rent for the office and a year's rent for the storage space. The cost for OCLC this month was \$5,367.95. **Total expenditures**: \$33,719.29.

**Useful**: The invoice for Useful, the new public computer system for the Siletz Library was presented. The Confederated Tribes for the Siletz Indians has approved a grant for half of the cost of the system. The rest will be paid for from the Siletz budget. Before going ahead with this major expenditure it seemed like a good idea to let the Board know that we are now ready to make the purchase. The cost is for 3 years. The company will do all troubleshooting of the equipment, updating software and training.

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

- A. **Next Meeting**: we need to make sure we have a complete Budget Committee at the next meeting. Several terms may have expired.
- B. **State Library Statistical Report**: The Board received a copy of this year's report to the State Library.
- C. **Attended several meetings**: Special Districts Association (SDAO) Board meeting, SDAO Conference Planning Committee, the Coastal Resource Sharing Network (CRSN) Board meeting, and Oregon Legislative Committee, and the Siletz Valley Friends of the Library.

- D. Public Library Directors Meeting:** Public library directors around the state get together once a year to share with each other. Each director highlights some of the things they have done during the year. We also had an update on L-net, the online reference service that we use around the state. There was also a presentation about RFID use in libraries. This is basically a radio frequency system that can be used for marking materials and making it easy for the public to use self checkout systems and makes inventoring the collection easier.
- E. Carpet Cleaning:** The Siletz Friends of the Library had the carpet cleaned on September 27 using funds for cleaning provided by a grant from the Confederated Tribes of the Siletz Indians. This was done on a Monday so that the carpets would be dry when the library opened on Wednesday. Diedre stayed at the library until the cleaning was finished and put the furniture back in place.
- F. Webinar with Useful:** Attended a webinar with Useful and some of the people in Waldport
- G. Other tasks and events:** Diedre was sick for about a week and now the other LCLD staff members are ill. Diedre worked one Saturday in Siletz so that Kim could take the day off. We are making plans for Kim's maternity leave beginning the end of December. She will be taking 12 weeks off. We need to make sure that her time is covered while she is not working. LCLD staff can cover some. Siletz staff may get to pick up a few extra hours. There are some volunteers out there who might be able to help.

**Public Comment:** Chris Underwood, the CRSN System Administrator wanted to meet the LCLD Board, as an employee of LCLD. It was also an opportunity to visit the LCLD office.

Greg Palser, from CoastCom, came to talk a little about what they do with CRSN. They provide much of the telecommunication system for CRSN. They are still charging for the line that was being used by the Library District even though it is no longer being used. This is because of the contract and how it affects the rate grant CRSN gets from the FCC. They have been updating the telecommunication lines to many of the CRSN libraries from T-1 lines to fiber optic lines. The Board was still unclear why they were attending the Board meeting since they have little to do with this part of CRSN.

**Decision Items:**

- A. Set Board Calendar:** It seemed like at the last meeting a decision was really made but the Board did want to relook at the calendar one more time. There had been a discussion about the possibility of meeting every other month or something similar. This is not really possible because some things do need to be taken care of quicker than that. Diedre could not find where in the ORS it states that Boards need to meet once a month, though it still may be there. It was decided to schedule monthly meetings but Diedre will contact the Board and let them know whether or not there is a need for a meeting each month, before notices are sent out to the media. Diedre did ask that the January be eliminated unless needed. It would need to take place later in the month because of the ALA Midwinter Meeting. So the January meeting will stay on the calendar as a place holder. The calendar was adopted as presented.
- B. Health Insurance:** Should the policy be changed? The Board was presented to two possible changes to the insurance that would have only a slight affect on staff but might save some money. The deductibles would be higher but the Library District would still pay the deductible at about 80% for everything above \$100. The plan that would save the most does increase co=pays by \$5. Board members asked whether

or not LCLD could still afford the current plan. The answer is yes though the funds could be used elsewhere. The costs keep raising significantly and will continue to do so and it is difficult for us to cover the cost every year. We could use the funds elsewhere but they are tied up in the insurance coverage. The insurance can be changed again without a lot of problem, usually in June or January each year. The real problem is that CRSN is in a very tight money situation and making a change might help CRSN. Board members wanted to know staff opinions. Diedre will bring that information back to the next meeting.

- C. Board goals for the year?** The Board was not sure whether or not they wanted to set any other goals for this year but thought that they should relook at last year's goals at the December meeting.
- D. Change meeting times:** Barbara requested that the meetings be changed to earlier in the day because it gets dark so early. It was decided to plan on meeting from 2 – 3:30 p.m. until we change back to daylight savings time or at least until it is lighter in the evening. This will probably be for the December – March meetings.

**Discussion Items:**

- A. CRSN Intergovernmental Agreement Revision:** especially #1, #3 and #7: This is just to help keep the Board aware of what the CRSN Board is considering. There is nothing for the LCLD Board to do at this time but it will come to the LCLD Board and our attorney before approval is given for a change. The most controversial idea is that of weighted voting. The concept of weighted voting has come at this time from Tillamook because of the money and time they put into the system. The change also involves looking at the funding formula and possible changes.

**Professional Development:** Board Member Responsibilities

**Next agenda:** Budget Committee, Board goals, and health insurance

**Next Board Meeting:** Tuesday, December 14, 2010 at 2:00 p.m.

**Adjournment:** The meeting was adjourned at 5:35 p.m.



# Lincoln County Library District

## BOARD MEETING MINUTES

December 14, 2010

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

**Call meeting to order:** The meeting was called to order at 2:20 p.m. by Chris Boyle.

**Roll call of members and introductions** (if needed): Board members present: Barbara Smith-Huggins, Chris Boyle and Virginia Tardaewether. Also present: Peter Rayment (Toledo) and Diedre Conkling (LCLD)

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

**Announcements from Board Members:** There were now announcements.

**Review of past minutes:** September and November 2010: **Action:** Approved as presented. Consent.

**Financial Reports:** September-November 2010: All of the budget reports were presented but only the November report was gone over in detail. **Revenue:** Tax Revenue is \$906,574.33 and Previously Levied Taxes are \$3,945.13. The second quarter of State Forestry is \$688.19. **Total Revenue:** \$911,239.79.

**Expenditures:** Most of the expenditures were the regular monthly expenditures. The copier costs with the new copier are now less than with the old copier at \$292. We have had some van repairs, which seems appropriate now that the van has over 100,000 miles, \$608.52. ALA membership fees for Jane and Diedre came to \$331.25. The November OCLC cost was \$5,310.09. New books and dvd's for all ages have been purchased for the Siletz Library as well as the usual monthly expenditures, \$1,461.25. **Total Expenditures:** \$37,102.80.

**Action:** Approved as presented. Consent.

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

Most of the information is in the written report. The Ready-to-Read Grant report was sent in to the Oregon State Library. CRSN decided to have a budget committee this year. A report was prepared for the meeting to give a more complete explanation of the CRSN expense each year to help in preparing a budget for the next fiscal year, 2011-2012.

### **Public Comment:**

### **Decision Items:**

- A. **Select Treasurer – new bank signature cards** - Jan had been serving as the LCLD Treasurer. A new treasurer needs to be elected. **Action:** It was moved by Barbara and seconded by Chris that Virginia serve as treasurer for the rest of the year. Approved - Unanimous.  
Diedre will get new signature cards made at the bank.
- B. **Health Insurance: Should the policy be changed?** – **Action:** It was moved to change to the health plan to the Silver PPO F Insurance option . Moved by Virginia and seconded by Barbara. Approved – unanimous.
- C. **Recognition for Jan:** We know that Jan had many books and Virginia is looking for a way to work with the libraries to give Jan's books to the libraries. Many of the books are about plants, particularly plants native to the Pacific Northwest. Virginia will let the

family know that many of us are willing to help them out. There has been an offer from an individual to make a donation to the Library District or the Siletz Library in Jan's name. It was wondered whether or not the SVFOL would set up a memorial. There is nothing planned at this moment. Jan's family probably will not be able to get to the area until January.

- D. **Budget Committee members:** Terms that have expired, at the end of November, are Vic and Natalie. **Action:** The Board decided to ask them if they would like to continue on the Budget Committee. Consent.  
Virginia will contact Natalie and ask her. Barbara will ask Vic if he would like to continue. Chris will contact Ron and Dick to make sure they are aware that they are still on the Budget Committee and Diedre will contact Gerry.
- E. **Board Goals for 2010-2011:** The Board asked to see last year's goals: They are:
1. Publicity Campaign
  2. Planning for Next Election
  3. Develop Relationships with Friends of Libraries and Foundation groups
  4. Board Member for North Area
- The Board will still consider what ways they want to support the Library District. Diedre will be sending out a media release about the 2 open positions. Board members may be appointed to fill terms until June 30 following the next Board election date. All 5 positions will be on the May 2011 ballot. We will get information from the County Clerk about filing for election and that will be distributed to Board members and potential Board members.
- F. **Closing Siletz Library early December 24 and December 31:** **Action:** The Board approved closing the library at 3 p.m. on December 24 and 31. Consent.  
The Board also requested that signs announcing the closing times be put up as soon as possible.

#### **Discussion Items:**

- A. **Yearly reports from libraries for reimbursement:** – The yearly reports from the libraries have all been received. The first reimbursement checks will be sent out this week.
- B. **Report on activities at libraries in the county:** Siletz: People from the county jail were weeding and putting out ground cover at the Siletz Library. This has been a big help for the library.
- C. **Items for press release:** There will be an article sent out about serving on LCLD Board and about the 2 open positions

**Set the next agenda:** Appoint new Board members

**Next Board Meeting:** The next Board meeting will be held on Tuesday, February 8, 2011 – at 2 p.m.

**Adjournment:** The meeting was adjourned at 3:20 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

February 8, 2010

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

**Call meeting to order**: The meeting was called to order at 2:28 p.m. by Chris Boyle

**Roll call of members and introductions** (if needed): Board members present: Chris Boyle, Barbara Smith-Huggins, and Virginia Tardaewether on the phone. Also present: Diedre Conkling (LCLD) and Peter Rayment (Toledo).

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

**Announcements from Board Members**: No announcements

**Review of past minutes**: December 2010 – The minutes were approved as presented; Consent

**Financial Reports**: December 2010 & January 2011: We went through the January Report in detail: **Revenue**: The Tax Revenue was \$13,720.16 and Previously Levied Taxes was \$3,010.35. The balance for Previously Levied Taxes did not show up on the printout. This needs to be fixed. **Total Revenue**: \$17,754.62. **Expenditures**: The reimbursement checks for half of this year's reimbursement was sent out to all of the libraries in December. The January payment was slightly missed but checks for January and February have been distributed. Oregon Library Association membership fees are being paid but only 3 can be paid each day on the same credit card so it takes a while. Half of the amount, \$3949.64, has been paid on the new Useful computers replacing the public computer stations in Siletz. Also, a staff pc was purchased for Siletz, \$853.99. **Total Expenditures**: \$29,911.53. **Action**: It was moved by Chris and seconded by Virginia to accept the Financial Report. Consent.

### District Librarian's Report and Correspondence:

- A. **American Library Association (ALA) Conference**: Jane and Diedre attended the conference. Diedre left on January 4 with an all day meeting scheduled for January 5 and Jane left for the conference on January 5. Diedre took a couple days of vacation time after the conference so returned to work on January 18.
- B. **Oregon Library Association (OLA) Legislative Day**: This year's legislative day was held on Monday, February 7. We were able to meet with Senator Verger and Representative Cowan. The people from our area who attended are Janet Webster (OSU Guin Library), Rebecca Cohen (Newport), Jane Cothron (LCLD/CRSN) and Diedre (LCLD). Our Senator and Representative are always good library supporters. The just ask us to keep them updated on what bills may be of interest to us. Children's books were made available for Legislators to choose from to send to a local school or public library.
- C. **Library Assistant/Courier**: Wanda Fitch's illness has made doing Interlibrary Loans and the courier a challenge, for the moment. Jane Cothron has been doing the Interlibrary Loans but her job really is that of cataloger. Gerry Bellavita is interested in doing the courier part of the job for now. We do have ideas for ways to work with this position in the future depending on Wanda's future health.

**Public Comment**: No public comment

### Decision Items

- A. **Budget Committee members** – Diedre wanted to check with the Board about the make-up of the Budget Committee and whether or not a change is needed since Gerry Bellavita is currently an employee. The Board decided not to make any changes.
  
- B. **Set Budget Calendar: Action:** It was decided to move the regular Board meeting to May 17. Virginia is not available on May 10. The regular meeting will be held at 2:00 p.m. followed by the Budget Committee meeting at 3:00 p.m., The Budget Hearing will be held at 2:00 p.m., just before the regular Board meeting, on June 14. The Board will approve the budget for 2011-2012 at the June meeting.  
Consent.
  
- C. **Board Goals for 2010-2011:** Last year's goals: did not discuss at this meeting.  
Put off for a later date
  - 1. Publicity Campaign
  - 2. Planning for Next Election
  - 3. Develop Relationships with Friends of Libraries and Foundation groups
  - 4. Board Member for North Area: We have two people who seem interested in being appointed to the Board, one from Zone 1, Dawn Dauble and one for Zone 2, John O'Brien (?).

### Discussion Items

- A. **LCLD Board Elections:** The packet containing the forms needed for running for a Board position on the May 17, 2011 ballot. All of the Board positions are open for election this year. Zones 1 and 2 will be for 2 years. Zones 3, 4 and 5 will be for 4 years. The last day for  
  
filing for election is March 17, 2011.
  
- B. **Any suggestions for changes in library contracts** – need to be approved by April 1 – none have been submitted.
  
- C. Report on activities at libraries in the county

**Set the next agenda:** Appoint new Board members

**Next Board Meeting:** Tuesday, March 8, 2011 beginning at 2:00 p.m.

**Adjournment:** The meeting was adjourned at 2:55 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

March 8, 2011

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

**Call meeting to order**: The meeting was called to order by Chris Boyle at 2:00 p.m.

**Roll call of members and introductions** (if needed): Barbara Smith-Huggins, and Virginia Tardaewether. Also present: John O'Brien and Dawn Dauble (board candidates), Peter Rayment (Toledo Library), and Diedre Conkling (LCLD)

**Adoption of agenda: Action**: Approved as presented Consent

**Announcements from Board Members**: No announcements

**Review of past minutes**: February 2010: **Action**: Approved as presented. **Consent**

**Financial Reports**: February 2011: Normally we have a report for the Library District and a smaller report for the Siletz Public Library. Since it would take significant time to go over this with new people it has been decided to concentrate on this at the April meeting and not have the reports at the March meeting.

**District Librarian's Report and Correspondence**: [more in the written report]

- A. **Special District Association of Oregon (SDAO)**: Diedre attended the Special Districts Association (SDAO) conference the first of February. It was held this year in Eugene. SDAO has very good training for Boards. At the conference we get to meet with all kinds of people from different types of districts. SDAO is our insurance provider. Though we use Wayne Belmont, Lincoln County Counsel, for legal services, particularly contracts and ballot measures. We also have access to the free pre-loss legal at SDAO. Our policy is that if we have a potential problem, particularly with personnel issues, we must contact SDAO before taking any action.
- B. **Changes with Courier and Interlibrary Loan**: Gerry Bellavita has been doing the Courier route since January but has decided he just can't do the work. Wanda Fitch is able to occasionally do some of the Interlibrary Loans, when she is feeling well enough. Jane Cothron (LCLD/CRSN Cataloger) has also been working on the Interlibrary Loans. We will be hiring a new person to provide the courier service. The Interlibrary Loan service is an area we are still working on to figure out the best solution. Diedre did have to update the courier and library assistant job descriptions before posting the courier position. We will be hiring someone in the next couple of weeks. We are also looking at how the health insurance and long term disability insurance will work to help Wanda have the best health insurance coverage and give us more money for hiring staff.
- C. **Managing the Siletz Library**: though the Siletz Library is a City of Siletz facility the Library has a contract with the City to manage the Siletz Library. This is why there is more Siletz information in reports than there is about the other public libraries.

## Decision Items

- A. **Appoint Board members for Zones 1 and 2: Action:** It was moved by Virginia and seconded by Barbara to appoint Dawn Dauble as the Board member for Zone 1 and John O'Brien as the Board member for Zone 2. Unanimous approval. All 5 Board positions are up for election on the May 2011 ballot. It would be good for every one interested in a position to file right away with the County Clerk.
- B. **Board Goals for 2010-2011:** These are 2009-2010 goals, last year's goals: Think about new goals for 2011-2012.
1. Publicity Campaign – we do need to update the flier with current financial information. We want to keep putting information out in the community about who we are and what we do.
  2. Planning for Next Election
  3. Develop Relationships with Friends of Libraries and Foundation groups
  4. Board Member for North Area

## Discussion Items:

- A. **LCLD Board Elections** – File for election by March 17: Barbara is the only current Board member not running in the May election but she has asked Vic Bucy if he is interested in filing for the position and he said he will be doing this. The two new Board members have only been appointed until the end of June 2011.

### B. **Board Orientation for new members** (most of the meeting)

1. Flier about the services the Lincoln County Library District does provide.
  - a. The courier service goes to libraries in Lincoln County and connects at the Driftwood Library in Lincoln City with the Tillamook County courier so that we can share materials in both counties. We also connect with the Orbis Cascade Alliance courier service at the Guin Library (Hatfield Marine Science Center) that gives us a courier connection with many Oregon and Washington libraries and a couple of Idaho libraries.
  - b. We pay for cataloging and Interlibrary loan services through OCLC and also pay for our connection with [www.worldcat.org](http://www.worldcat.org)
  - c. Stories to Go kits are backpacks filled with materials that caregivers can just come into any library and checkout. They are put together in the office but are then sent out to the local libraries to be circulated to the public.
  - d. We contract with the cities of Lincoln City, Newport, Toledo, Waldport and Siletz for the public libraries in these communities to be open to almost everyone in the county. The only area not included is the City of Yachats, since they have never placed on a ballot a measure that would allow them to join the Library District.
  - e. 70% or more of LCLD funds go to the local libraries for them to use as needed for library support in their communities. 10% of the funds are used for courier, cataloging and Interlibrary Loan services. 20% or less is use for the operation of the Lincoln County Library District.
  - f. We work with the libraries to make sure there is coordinated library services in the county.
2. The organization chart for the district. The Siletz Valley Friends of the Library (SVFOL) are an advisory board for the LCLD Board. The LCLD Board hires and fires the LCLD library director. The LCLD director hires other staff.
3. The Coastal Resource Sharing Network (CRSN) is the library computer network used by the public and community college libraries in Lincoln and Tillamook Counties.

CRSN has a Board made up by mostly the library directors. The servers for the system are located at the Tillamook County Library. Diedre serves as the secretary/treasurer for CRSN. CRSN is supported by membership fees from the libraries.

4. Responsibilities of the Board and the District Librarian – all of the Board members had read this.
  5. By-Laws were distributed.
  6. We have an automatic renewing contract with the Cities of Lincoln City, Newport, Toledo and Waldport. We do have a review of the contract every year which allows for changes.
  7. We have been continually updating the LCLD wiki with our documents and making them available for the public.
- C. **Any suggestions for changes in library contracts** – need to be approved by April 1. No suggestions for changes were received.
- D. **Report on activities at libraries in the county**  
Peter – the Toledo Library annual booksale takes place on Saturday from 10 to 3 in the meeting room. Books are about \$.25 each. The Toledo City Council is having a work session this evening. Peter will be doing a library overview, especially for the new Council members.

**Set the next agenda:** The main emphasis will be on the financial reports going in more detail for the new Board members.

**Next Board Meeting:** Tuesday, April 12, 2011 at 2:00 p.m.

**Adjournment:** The meeting was adjourned at 3:10 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

April 19, 2011

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

**Call meeting to order**: The meeting was called to order by Chris Boyle at 2:02 p.m.

**Roll call of members and introductions** (if needed): Present: Chris Boyle, Dawn Dauble, Virginia Tardaewether and John O'Brien. Also present: Peter Rayment (Toledo) and Diedre Conkling (LCLD).

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

**Announcements from Board Members**: None

**Review of past minutes**: March 2011: The date at the top needs to be changed from 2010 to 2011. Action: Accepted with the date change. Consent.

**Financial Reports**: February and March 2011: The main part of the meeting was concentrated on going over the financial reports in detail for the new Board members. We concentrated on the March 2011 report. The time was spent on the General report because Diedre forgot to do the Detailed Financial Reports (which are now posted on the wiki).

**Revenue**: The tax revenue for March was \$33,179.54. The Previously Levied Taxes came in at \$3,094.25. The Ready-to-Read funding comes from the Oregon State Library from the funding they receive from the Oregon Legislature. The Coastal Resource Sharing Network and Law Library expenses are really pass through money. We got \$6.29 from our previous copier company. We never know how much we are going to get for State Forestry. This year we may not get the full budgeted \$10,000. **Total Revenue**: The total revenue for the month was \$36,294.62.

**Expenditures**: Personal Services are pretty much the same from month to month. We will not be getting a bookkeeper because we are using the money budgeted for this position to pay for a courier driver. I do not know where to find the money to do this next year either because we are still working on courier and interlibrary loan staff issues. We actually spent very little in all of the Materials and Services categories this last month. As usual we did pay reimbursement to all of the contracting libraries. We lease the copier because it is the kind of equipment that does get many new functions and upgrades which we can get easier because we are leasing. We are paying less this year than we did last year. We will be paying for the May elections. We anticipated 3 people running for election but we ended up with all 5 positions being up for election this year. **Total Expenditures**: \$103,085.81.

**District Librarian's Report and Correspondence**: Most of the information is in the written report.

### Decision Items

- A. **Staff salaries for 2011-2012 (Consumer Price Index)**: No decision needs to be made. Diedre is just looking for guidance that will help in preparing the budget for next year. The local libraries will not be increasing salaries. The health insurance will be increasing about 10.5% this next year. There was a feeling that the Library



District should try to give as much as possible to the local libraries. Our goal is to give the libraries more than the 70%. We do this anyway but can try to give a little more. Adding to the summer reading program is a possibility but the local libraries do get funding from the State Library as well and do get donations for the programs from other groups. The Board would like to see salary increases, if possible, paying for the health insurance, and any increases for the summer reading program.

- B. **Declare equipment surplus:** 2 staff computers from Siletz, 1 LCLD computer, 1 paper shredder (Siletz) and 1 fax/copier (Siletz), 1 stool (Siletz). Materials need to be declared surplus before they can be discarded or recycled. **Action:** It was moved by John and seconded by Virginia to declare the items surplus. Unanimously approved.

#### **Discussion Items**

- A. **The funding for contracting libraries** [reimbursement amounts already shared]: We did get an email from Lincoln City requesting that we vary from the formula for one year because of their remodeling. The formula is based on the libraries circulation (65%) and operating expenditures (35%). The contracting libraries did meet about this issue and it was decided to stay with the contract
- B. **Board Orientation for new members** (most of the meeting) – concentrated on Financial Reports.
- C. **Report on activities at libraries in the county:** Peter: all of the libraries are getting ready for the summer reading program. John went to visit the Siletz and Toledo Libraries.
- D. **Items for press release** – budget committee meeting announcements.

**Professional Development:** was the Financial Report review

**Next agenda:** No suggestions

**Next Board Meeting:** Tuesday, May 17, 2011 at 2:00 p.m.

**Budget Committee Meeting:** Tuesday, May 17 beginning at 3:00 p.m.

**Adjournment:** The meeting was adjourned at 3:20 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

May 17, 2011

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

**Meeting called to order:** The meeting was called to order at 2:03 p.m. by Chris Boyle

**Roll call of members and introductions** (if needed): Members present: John O'Brien, Dawn Dauble, Barbara Smith-Huggins, Virginia Tardaewether and Chris Boyle. Others present: Peter Rayment (Toledo) and Diedre Conkling (LCLD)

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

**Review of past minutes:** April 2011: **Action:** The minutes were approved as presented: moved by John, seconded by Barbara. Consent

**Financial Reports:** April 2011: **Revenue:** The tax revenue received in April was \$6,129.95. It does not seem like we will receive the full tax revenue anticipated in the budget. However, we have received more revenue in other areas than anticipated so we should be close to having enough revenue by the end of the fiscal year, over all. We may be up to \$30,000 short in Tax Revenue. We received Previously Levied Taxes of \$2,194.17 and \$120,682 from the Coastal Resource Sharing Network. **Total Revenue:** \$129,013.28.

**Expenditures:** We had regular monthly Personal Services expenditures coming to \$28,516.06. There were no unusual expenditures in Materials and Services. The monthly copier lease is \$292. There was a question about where one submits mileage. Board members can submit for mileage for meetings or conferences. The form that Board members can use would be the same as the one used for staff. The current IRS mileage rate is paid. Staff members present the forms to Diedre. Diedre makes the forms available to the Board members who sign checks for them to review. We have purchased a couple of items to add to our Professional Collection, \$170. Rent and Utilities totaled \$373.85. Fuel for the courier van came to \$305. The regular OCLC bill was \$1,872. Quarterly we make a payment of over \$5,000 to OCLC. Siletz Materials and Services expenditures equaled \$5216. Each library pays their own CRSN membership. We held off paying our membership to CRSN until we received reimbursement for earlier in the year from CRSN. The membership for the base membership to CRSN is being increased by \$2,500 for the next fiscal year. It shows over expending on the Grants line but this is for the Useful computers and the SVFOL will be paying the grant funds they received for the computers to us soon. The monthly reimbursement was sent to all of the contracting libraries. **Total Expenditures:** \$103,085.81.

**Action:** The financial report was approved as presented. Consent.

**District Librarian's Report and Correspondence:** (most information is in the written report)

- A. **Siletz Useful Computers:** The computers are all set up and we were able to get through the firewall. There will be some training. The staff can make changes on the screens that the public sees and parts of the program but they do not have to worry about the computers themselves because they are managed by the company.
- B. **Meeting with Area Library Directors:** The Board liked the idea of these meetings. Diedre, in the past, regularly attended Waldport Board meetings but the meetings are currently on the same day as the LCLD Board meetings, which makes it very difficult to attend.
- C. **Coastal Resources Sharing Network:** We really don't know much about what is happening yet. Tillamook, Driftwood and Newport have decided to withdraw from CRSN July 2012. There are many reasons for this happening. They are not happy with the structure of the CRSN Board. They were upset that the additional votes on the Board were not approved but they never brought up the issue for a vote. The directors of the three libraries have been meeting in private so the rest of us were unaware of the meetings. The cost of the network is too high and we all have been interested in finding a new type of computer system to bring down the costs. We may know more after tomorrow's CRSN meeting. There is no need to panic. There is a lot to figure out to maintain a resource sharing network. The individual libraries do already manage their own computers. We may not have someone on staff to do this but we do have people we hire to work on the computers. Much that was in the email seems based on perceptions from the three library directors but many of the perceptions are incorrect. Diedre will keep the Board up to date with what is happening as soon as we know more about what is happening.
- D. **Siletz City Council:** John and Diedre attended the City Council meeting to give them the opportunity to ask any questions they might have. They did not ask any questions.

**Decision Items**

- A. **Change in Budget Committee Members:** Dick Moody is resigning from the Budget Committee this year. Ron Cornelius will be appointed for one year. **Action:** Moved by Virginia and Seconded by Barbara to make this change. **Approved. Unanimous.**

**Discussion Items**

- A. **Possible changes in the Coastal Resource Sharing Network** – just the first stages. The people on the Board are two people from Tillamook, One from each of the public libraries in Lincoln County, the Library District and the two community colleges.
- B. **Report on activities at libraries in the county:**  
  
Toledo - Peter – Summer Reading Program begins the second full week of June. Offered a free program from the Oregon College Savings Plan with Rees Thomas (juggler) on May 24. City of Toledo finished its budget meeting last night with very few changes.

Waldport - Barbara – Waldport Friends of the Library annual book sale will be at the high school in the multipurpose room on June 24 – 25<sup>th</sup>. The sale begins at 9 a.m. – 6 on Friday and 9 – 2 on Saturday. They are selling the books for \$.50 each.

- C. **Items for press release:** Budget Hearing announcement will be sent to the News-Times. It needs to be sent out soon after today's Budget Committee Meeting.

**Professional Development:** none this month

**Set the next agenda:** Diedre will work on this for the next meeting

**Next Board Meeting:** Tuesday, June 14, 2011 at 2:10 p.m.

**Budget Hearing:** Tuesday, June 14, 2011 at 2:00 p.m.

**Adjournment:** The meeting was adjourned at 2:46 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

June 14, 2011

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

Budget Hearing Opened at 2:03 p.m. by Chris Boyle. There was no public comment. The meeting was closed at 2:05 p.m.

**Call meeting to order**: The Board meeting was called to order by Chris Boyle at 2:05 p.m.

**Roll call of members and introductions** (if needed): Board Members: Barbara Smith-Huggins, Chris Boyle, Dawn Dauble, John O'Brien, Virginia Tardaewether, Others Present: Peter Rayment (Toledo Library Director), and Diedre Conkling (LCLD)

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

**Announcements from Board Members**: None

**Review of past minutes**: May 2011: Approval moved by John and seconded by Virginia. Unanimous.

**Financial Reports**: May 2011: **Revenue**: The Tax Revenue for May was \$5,322.26. It looks like we may be about \$40,000 short of anticipated Tax Revenue but we are over in other categories so should end the year just fine. We received \$3,903.15 in previously levied taxes which puts us over in this category by \$23,206.27. We did receive a refund from the Siletz Valley Friends of the Library for almost have of what we spent to purchase the Useful public computers. They received this money as a grant from the Confederated Tribes of Siletz Indians. The amount received for the fourth quarter of State Forestry money was \$841.23. **Total Revenue**: \$14,068.33.

**Expenditures**: The Personal Services are very close to the same month after month. In Materials and Services we do sometimes go over on individual lines but will not go over in the category without returning to the Board to make a change in the budget. That should not happen at all this year. We are over the budgeted amount in CRSN Expenditures but this is never a problem since these funds will be reimbursed to us from CRSN. The CRSN budget year is the same as ours, July – June. Under travel training and membership we paid for Diedre's airline ticket to the ALA Conference and a quarter of Jane's ticket to the conference. Once a quarter we have a larger bill from OCLC. This month we paid \$5,388.65. OCLC is an international database to which we contribute our holdings. We use it for cataloging, Interlibrary Loans, WorldCat and some reference work. We have paid reimbursement to all of the contracting libraries for May. The Siletz reports give more detailed information about how their money was spent. We have not transferred the grant money to the Grant line so it is in red but we should not be going over in this category for the year so transferring money is not really necessary. J & J Electrical were hired to replace all of the lights on the outside of the Siletz Library. The cost for this is really in the labor and travel costs and not in the cost of the bulbs. This is something we may just have to do every 3 to 5 years so need to keep it in mind for future budgets. **Total Expenditures**: \$104,873.34.

**Action**: the Board approved the budget as presented. Consent.

**District Librarian's Report and Correspondence**: Most of the information is on the written report.

- A. **Board Training** – SDAO – This will be held the last week of July in Newport. It is an excellent training for all Board members, especially new Board members. Who would like to go? John is interested in going but will confirm later.
- B. **Insurance Agent of Record:** Lorrie Crook has retired from Rae Crook Insurance. The company is now Sandy Insurance Center and not local. Rae Crook was sold to them 10 years ago but we did have the local agent. Now it is probably a good time to relook at who our insurance agent is and see if we want to make a change. Diedre will get more information about the best way to do this.
- C. **Coastal Resource Sharing Network:** The reports by Sue and Ted in the local papers were based on a flawed report from Tillamook County. Peter explained that one of the flaws is in looking at how materials are loaned and borrowed. When looking at the numbers we see that Driftwood and Newport are net lenders to Tillamook County and Tillamook is a net borrower. There is a very good chance that the Driftwood and Newport Libraries will be really gutted by Tillamook since there may no longer be the back-up from the other Lincoln County libraries, especially in the area of best sellers.

Libraries contracting with Tillamook will not have representatives working with the development of a library system.

Percentage wise, Tillamook County is now paying less into CRSN than they did in the beginning.

In the report there was no real look at the major change that would happen in the funding of a new, hosted system and how that would affect all of the libraries. The cost will be significantly reduced and made easier for all of the libraries to afford anyway. This is the direction we were headed even before Tillamook announced they were going to go out for their own system.

Yachats is not a part of the system. They have not voted to be a member of the Library District. They do not borrow materials from the libraries in CRSN.

At this point we really do not know what we will be able to do but we are working on finding out. Many of us met with Terry Reese from Oregon State University and learned much more about the Open Source library systems and we feel pretty good that they will offer most of the things we want in a system.

The libraries not included in with Tillamook at this point are hoping that the Lincoln County Library Board will also get bids for a system. They are working on putting together a list of the things we want.

John asked about the statement “Larger libraries serving over 80% of the population are assigned 44% of Board representation.” This is true but there is more to the issue than this. First, it becomes a moot point in the proposal from Tillamook because none of the libraries will have any representation under their plan. Second, some place in the report it mentions that the CRSN Board did not want to change the current structure of 2 votes for Tillamook and one vote for all other libraries on the Board. This was actually never voted on. In fact, a vote was delayed and never put on a future agenda. Third, when checking with other, much larger systems, like Orbis Cascade Alliance and LINCC we have found that each library only has one vote. The fourth point is that Diedre pulled together information about weighted voting and tried to make in unbiased but done in a way to help the libraries understand the affects of weighted voting. It turns out there would have been very few instances where weighted voting would have made much of a difference in the decision making process. John brought up there are other ways to

structure the organization. It is true that there would have been lots of other ways to restructure but we never had that discussion.

The next CRSN meeting is on Friday. It is a public meeting so anyone may attend. Diedre will send out the CRSN agenda for the meeting to the LCLD Board. Several LCLD Board members are interested in attending the meeting.

We were originally with Tillamook as part of a grant. The small libraries in our two counties could not have afforded a system on their own. Today the situation is very different and the cost should not be so prohibitive. The collaborative effort gave the public access to a much larger selection of materials than they could get just in their own libraries.

There is a goal to continue with some kind of collaborative/reciprocal borrowing. We just don't know exactly how this will work yet.

- D. **Out of town** – Diedre will be out of town a week in June for the ALA Conference and a little over a week in July for vacation.

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

**Decision Items:**

- A. **Possibly swear in all newly elected Board members** attending the meeting. The voting results received from the County Clerk's office were accepted. The Oath of Office was conducted by Barbara and taken by four of the Board members: Chris, Dawn, John and Virginia. We will swear in Vic at the August meeting.
- B. **Review of Budget adopted by LCLD Budget Committee & adopt the LCLD Budget for 2011/2012:** The Board was given a copy of the budget as approved by the Budget Committee. No changes were made in the budget. **Action:** It was moved to pass by Virginia and seconded by Barbara. Unanimously approved.
- C. **Should LCLD put out an RFP for a library circulation and catalog system? Action:** It was moved by Virginia and seconded by Barbara that Diedre pursue developing an RFP for a library circulation and catalog system. Unanimously approved. Diedre will update the Board with drafts of RFP and other information.

**Discussion Items:**

- A. **Report on activities at libraries in the county:**
  - Waldport: Barbara reported that the Waldport Booksale will be held the evening of June 23 (for members of the Friends of the Library) and all day June 24 – 25 for the general public.
  - Toledo: Peter reported that the meeting with Terry Reese from OSU was very good and he felt that we could afford a system. He suspects that we will come up with a system that will cost less, maybe even less than it would cost libraries to join Tillamook. The Summer Reading Programs have started in all of the libraries in Lincoln County with the first performers on Wednesday and Thursday this week. In Toledo there is a Toledo activities program that is 6 weeks(?) They get breakfast and lunch. They will visit the library once a week.
  - Siletz: The Siletz Valley Friends of the Library (SVFOL) Board and membership meeting is being held on Thursday.

**B. Items for press release:** No suggestions

**Professional Development:** None

**Set the next agenda:** The agenda will include updates on CRSN and an RFP for LCLD

**Next Board Meeting:** Tuesday, August 9 at 2:00 p.m.  
There is no Board meeting scheduled for July 2011.

**Adjournment:** The meeting was adjourned at 3:03 p.m.

**Mission Statement:** 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.