Minutes

Lincoln County Library District

Board Meeting

November 12, 2019

12:00 p.m.

LCLD Administrative Office

141 NW 11th

Newport, OR

ATTENDANCE—BOARD

Brian Fodness- President

Emily Portwood

Virginia Tardaewether

Marta West

Chris Boyle

GUEST

Jed Hansen-Walport Library Board

ATTENDANCE—STAFF

MaryKay Dahlgreen, District Director

CALL TO ORDER

Board President Brian Fodness called the meeting to order at 12:00 P.M.

CALL THE ROLL AND ESTABLISH QUORUM

All members present, quorum was established.

PUBLIC COMMENT

Jed Hansen was recognized for his role in the library political action committee

APPROVAL OF OCTOBER 8, 2019 MEETING MINUTES

Chris moved and Virginia seconded approval of the minutes of October 8, 2019. Passed unanimously.

DIRECTOR’S REPORT

Director reviewed her written report. Estimated cost to repair two exterior doors at the Siletz Library is nearly $5,000, SVFOL will be writing a grant to the Siletz Tribal Charitable Fund to cover 75% of the cost, SVFOL will pay the remainder of the cost. Siletz staff will be writing a grant to cover the cost of new staff computers. The all -staff day on October 18, 2019 went well. The District has been working with member libraries to determine the cost in 2019-2020 to each library for ByWater who host the Chinook Library System. Isler CPA was onsite in October working on our 2018-2019 audit which is due December 31, 2019. We are up to date on our audits. MaryKay attended OASL Conference at Taft High School in Lincoln City. She also attended the Siletz City Council meeting in October and will attend the November meeting tonight. MaryKay worked with Holly Valkama, a planning consultant, on prioritizing and strategizing for LCLD. Holly donated her time and the District paid her travel expenses. Brian and MaryKay volunteered at the Shangri La Halloween Carnival. It was great fun, Chris and Virginia offered to help next year. MaryKay will attend regional gathering for participants in the Dolly Parton Imagination Library on Friday, November 15, 2019 in Wilsonville. A couple of things that didn’t get into the report that are being worked on are that MaryKay has contacted Gwen Griffith to help with ongoing issues with our retirement system and appropriate withholdings from retirement contributions. She will be bringing an updated personnel policy to the Board that will make some important changes to our approach to retirement contributions.

FINANCIAL REPORT

On track, have spent what we expected to spend before our 2019-2020 tax receipts started coming in. We received our first 2019-2020 tax distribution today. We will be sending the distribution checks to our partner libraries, 1/2 in December and 1/12 each month till June 2020. Emily asked about our ability to break the lease if we lose our funding and was told that it is covered in the lease. Emily also suggested creating a contingency plan for the District if our funding is reduced for any reason.

OLD BUSINESS

District Librarian Annual Evaluation Process

Board members received a draft Position Description for District Director as well as a self- evaluation for the previous six months. Virginia had questions about percentage of time spent with Siletz? Brian noted that the staff of the Siletz Library have been empowered to manage most of the operations of the library. Emily suggested adding something about SDAO in Result #2 which relates to Board training and orientation. Emily would like to add something about working with accountants, lawyers, and other professional services. MaryKay believes it is covered in Administration. Marta moved and Emily seconded approval of the Director Position Description, with changes as discussed. Motion passed unanimously.

A self-evaluation was shared with the Board as the basis of an evaluation discussion. Items discussed included:

* Making a plan for policy creation for ongoing review rather than a completed set of policies.
* Board packet materials sent a week in advance was appreciated and will be continued.
* Conference and meeting attendance was discussed, for both Board members and director, particularly relating to the outcomes of attending. It was requested that MaryKay provide
* information about the potential benefits of conference and meeting attendance when she provides information about those meetings.
* Community relations section is a good addition to position description.

Emily asked what kind of feedback Director would prefer on performance evaluation and she replied that a discussion of goals for the upcoming year would be valuable:

* Policies,
* Succession planning for director and Board members,
* Pperating procedures,
* Strategic planning,
* Board handbook and training,
* Goals that were included in the position description.

How are progress towards goals going to be measured? MaryKay will create a timeline for goals to be presented at the next meeting and will include updates on progress in monthly Director’s Report.

Emily mentioned that she might be resigning from the Board in the next year due to moving out of the zone she represents. There was a discussion of Board recruitment process in light of Emily’s potential move.

MaryKay asked if the Board would agree that she is doing her job satisfactorily? There was discussion about the issues that surfaced when she started which prevented her from moving the District forward as she was hired to do. Board agreed that the annual performance process for the Director is completed and her performance for the previous year has been satisfactory.

Local Option Levy

Passed.

NEW BUSINESS

Trustee Training

The “Short Takes for Trustees” could be done during the Board meetings each month or we can get log-ins for each Board member. It was agreed that the Board would be assigned a “Short Takes for Trustees” and a “Trustee Academy” session each month and then there would be a discussion at the regular meeting on that topic. MaryKay will provide those log-ins and assign sessions for the December meeting.

GOOD OF THE ORDER

NEXT DISTRICT BOARD MEETING

Tuesday December 10, 2019 at the District Office, 141 NW 11th, Newport.

ADJOURNMENT

Meeting adjourned at 1:40 p.m.