

# Lincoln County Library District

## BOARD MEETING MINUTES

February 9, 2010

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

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

**Roll call of members and introductions** (if needed): Present: Jan Christensen, Barbara Smith-Huggins (on phone) Chris Boyle and Virginia Tardaewether. Others: Peter Rayment (Toledo), Diedre Conkling (LCLD)

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

**Announcements from Board Members**: No announcements

**Review of past minutes**: November 2009 (no quorum December 2009, no meeting in January):  
**Action**: The November 2009 minutes were approved as presented. **Consent**

**Financial Reports**: November & December 2009, January 2010: Went through the January report in more detail but brought up a few items in the past months. **Revenue**: The Library District started receiving 2009/2010 Tax Revenue in November. We have received, to date, \$950,970.83. We received \$12692.82 in January. \$3,393.92 in previously levied taxes was received in January. **Total Revenue**: \$16,107.82.

**Expenditures**: Personal Services expenditures are continuing to be made on time throughout each month. Total personal services expenditures in January were \$26,727.52. CRSN Staff Expenditures are over what was budgeted for the year mainly because a server was purchased using the LCLD credit card. LCLD will be reimbursed the \$2,415.71 as well as all other CRSN expenses. We did purchase 4 tires for the courier van for \$597.44 in December. The expenditures on the travel/meals/housing line are for Diedre and Jane attending the American Library Association (ALA) 2010 Midwinter Meeting, \$1,235.90. Reimbursement this year for the local public libraries began December 15, 2009. \$440,480.23 has been reimbursed during the last 2 months. **Total Expenditures for January**: \$101,341.69.

Siletz will be over budget on travel and training because two employees will be attending the Public Library Association conference in Portland in March. We will get the funds from other parts of the budget. It seemed like an important thing to do since it is a rare opportunity.

**Action**: The financial report was accepted. **Consent**.

### District Librarian's Report and Correspondence

Public Comment: No public comments.

### Decision Items:

- A. **District Librarian's performance review** – what format?  
It was decided to use the questions used in the past and we will aim for doing the evaluation this next month.

- B. **Yearly review of contract with public libraries.** This opportunity to review the contract is a yearly requirement. All suggestions for changes need to be submitted before April.  
One upcoming problem will be the funding formula for 2011/2012 because the Driftwood Library was closed for so long because of construction. All of the libraries have had periods of being closed for construction but not for as great a length of time as Driftwood. Diedre will meet with the local library directors to take a look at the formula for 2011/2012 in the near future and will bring a suggestion to the LCLD Board.
- C. **What to do about Zone 1 Board Member position:** The person elected to the position was never sworn in so we need to move on to finding a new Board member. Sue has asked Patty Herringer, who does not like driving at night. Maybe Chris can contact her and find out if she is interested. We can work on changing the meeting time if needed.  
The Board also looked at the possibilities of having a few meetings around the county this year. We do want to also keep in mind that there are good travel distances for Board members no matter where in the county we meet.
- D. **Discuss new Board goal(s)** for 2009-2010 and beyond to help meet the LCLD mission (see below): Table this for the next meeting and look at the past goal information and think about possibilities for the future.

**Discussion Items:**

- A. **Invitation to have a Board meeting at the Driftwood Library:**  
The Board also looked at the possibilities of having a few meetings around the county this year. We do want to also keep in mind that there are good travel distances for Board members no matter where in the county we meet. The Board talked about the possibilities and how frequently. It is not as convenient for staff to move the meetings to other places. We will need to schedule the library meeting rooms for our meetings. If driving someplace is difficult for some Board members maybe Board members can carpool. It was decided to try it for one year. Siletz is closed on Tuesdays. We have met a number of times at Newport so won't put it on the schedule at this time. We will reevaluate after meeting at these libraries
  1. Driftwood: April 13, 2010
  2. Toledo: August 10, 2010
  3. Waldport: November 9, 2010
- B. **Report on activities at libraries in the county:**  
Driftwood: Have an upcoming children's program as part of a grant for Spanish language materials. The 2010 Oregon Legacy [Series](#) will begin later this month beginning with Matt Love.  
Toledo: At the Toledo City Council work session Peter presented information about what the tax level would be if the City of Toledo was annexed into the Library District. The largest tax payer would be GP and they may not react positively to annexation. It was also pointed out that the money from the Library District is not meant to replace city funds but to be in addition to city funds, which may not meet what the city wants. Annexation would give steady funding for the

library. It might be hard to pass a measure. So, we will not be going out for an election on this issue in May.

Siletz: The 55<sup>th</sup> birthday party will be February 20 from 1 – 3 p.m. There will be punch and lots of treats for everyone attending. They again have a cake with candles on it that has items that the library needs. People are asked to donate these items as a birthday gift to the library. There may be a fund raiser in a few months that will have baked goods. There will be more information about this later. The final part of the new building project was the addition of some outdoor furniture. There were donations from several sources for the furniture. The furniture has now been installed. At least one of the benches is near an electric outlet so that people can plug in computers when outside and when the library is closed.

**Set the next agenda:** Will discuss Board goals, District Librarian evaluation.

**Announce next Board Meeting:** Tuesday, March 9, 2010 Virginia will not be able to attend.

**Adjournment:** The meeting was adjourned at 5:00 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.

# Lincoln County Library District

## BOARD MEETING MINUTES

March 9, 2010

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

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

**Roll call of members and introductions** (if needed): Members Present: Barbara Smith-Huggins, Jan Christensen, and Chris Boyle. Others Present: Diedre Conkling

**Adoption of agenda: Action**: Approved with the addition of miscellaneous. Consent

**Announcements from Board Members**: Chris will not be at the April meeting. Jan will contact Virginia to find out if she will be coming so that we will know whether or not there is a quorum at least a week before the next Board meeting.

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

**Financial Reports**: February 2010 And explanation of the red for summer reading is needed at the April meeting. Approved as presented.

A. **District Librarian's Evaluation**: The Board reviewed the self evaluation and had extensive discussion. Recommended the goals for the District: (for more see written Evaluation)

1. There is a huge amount to do and few staff to do things. Become frustrated and overwhelmed.

We will definitely need to get a **bookkeeper**.

We continue to deal with the **Siletz Library**.

Need to take a real look at how the District Librarian's time is used.

Look at the Monday **courier** issue in Siletz and maybe funding from CTSI

More **volunteers** in Siletz who can work alone

**Volunteers** for LCLD – filing is really needed.

CSC has a number of people that they pay to go out to work places and maybe they have some people who can work.

However sometimes training can take even more staff time.

**CTSI** programs for training people for employment for Siletz

2. **Proposal for the CTSI**: Talk with Tina Retasket as a beginning to get ideas on what we can do.

3. Members of the Board need to work more to work on the advancement of the Library District and be much more pro-active, not just attend meetings.

4. **Office space** – Look at other spaces but also look at ways to reconfigure this space. Do both. With staff look at the configuration. Develop some plans. Chris will also be looking at the possibility of other places.

**B. Internal Organization or Reorganization**

Clean and rearrange office by May 2010

Look for Volunteers

Finish yearly audits

Diedre take more vacation time – too much unused time

Double check bank statements – to be done by Jan beginning in April

C. Both A and B are related to Board Goals

D. Miscellaneous - Board members had complaints about the CRSN catalog access:

1. Wondering about the CGI error messages. This is a concern to all members of CRSN and searching for a solution is being done.

2. Can't go back when looking at a number book. The "Go Back" button might be the best to use.

3. Keyword searches don't seem to really be work.

**Set the next agenda:** Much of this was in the goals

**Next Board Meeting:** Tuesday, April 13, 2010 at the Driftwood Library

**Adjournment:** 5:40 p.m.

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# Lincoln County Library District

## BOARD MEETING MINUTES

April 20, 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 4:05 p.m.

**Roll call of members and introductions** (if needed): Board members present: Jan Christensen, Barbara Smith-Huggins, Virginia Tardaewether, and Chris Boyle. Others present: Ted Smith (Newport) and Diedre Conkling (LCLD)

**Adoption of agenda**: **Action**: Accepted as presented. **Consent**

**Announcements from Board Members**: Jan announced that there will be a recorder concert at Saint Peter the Fisherman Church in Lincoln City on Friday, April 30.

**Review of past minutes**: March 2010: There was a question about what was meant by "dealing with Monday issues at Siletz." Diedre explained about the jobs that are done at the Siletz Library on Monday's, including processing the holds for the courier, checking for problems in the building and going through the gift books. Siletz staff members are now processing the gift books. **Action**: The minutes were accepted as presented. **Consent**

**Financial Reports**: March 2010: **Revenue**: Tax Revenue for March was \$23,499.12. Tax Revenue is coming in at a good pace and we should get the amount budgeted. We are ahead in the receipt of Previously Levied Taxes receiving \$1,643.50 this month. The funds for the Ready-to-Read grant were also deposited, \$3,889. **Total Revenue**: \$29,044.87.

**Expenditures**: Personal Services expenditures were normal, totaling \$36972.95. The CRSN membership was paid for the year for both the LCLD office and Siletz. We have overspent in Supplies but not by too much. The Travel cost of \$81.63 was mostly for Diedre attending the Oregon Library Association annual business meeting and banquet as well as a day at the Public Library Association (PLA) Conference. Diedre only visited the exhibits at PLA and was able to use a free exhibits pass. Library reimbursement checks were distributed to the local public libraries. **Total Expenditures**: \$113,370.30

**Action**: The Financial Report was approved as presented. **Unanimous**.

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

The information is in the written report.

**Public Comment**: No comment

### **Decision Items**

- A. **Siletz "Library Use Policy" update**: The Siletz staff and volunteers have asked for changes and additions to the Library Use Policy. They would like to extend the definition for no smoking to no smoking anyplace on the library property, not just the 10 feet from the door required by the Oregon Revised Statutes. They also want to add no skateboarding on library property, in accordance with the City of Siletz ordinance which does not allow skateboarding on City property. They would also like to add a restriction on food and drink by not allowing food and drink in the main part of the library but having them still permissible in the hallway and the large meeting

room. The restrictions on skateboarding and food and drink have the potential for making the library a less friendly place for youth in a City with few places for youth to go. Diedre has tried to not have these restrictions but the staff and volunteers really want the changes. If no food and drink are allowed in the main part of the library Diedre has asked staff to no longer eat in areas of the library that are visible to the public. **Action:** The proposed change in the "Library Use Policy" was approved by the Board. Moved by Jan, seconded by Barbara. **Yes** – Barbara, Jan and Chris, **Abstained** – Virginia. **Approved.**

- B. **Yearly review of contract with public libraries** – no suggestions for change were submitted.
- C. **Budget Calendar:** The suggestion for the budget calendar was created allowing time for the publications of the required notices in the News-Times. **Action:** It was decided to move the May Board meeting to Tuesday, May 18 and hold the meeting from 4:00 – 5:00 p.m. with the Budget Committee immediately following the Board meeting at 5:00 p.m. The Budget Hearing will be held before the June 8th Board meeting at 4:00 p.m. **Approved.**
- D. **Budget Committee Members:** There are two open positions on the Budget Committee. It was decided to ask Harry McAdams, Ron Williams and other to find people to fill these positions. The Board will appoint the new Budget Committee members at the May 18<sup>th</sup> Board meeting.
- E. **What to do about Zone 1 Board Member position** – no action taken.
- F. **Discuss goal(s) for 2009-2010 and beyond to help meet the LCLD mission:** We will not be able to find new office space, especially with a garage, at the rate we are paying now. It would probably be more than \$1,000 to rent a new space. Chris has been informally looking around and not finding anything. Diedre will work on a plan, with the LCLD staff, to redesign the use of space in the current office and plan how and when to make the changes. The LCLD staff will let the Board know when they will need help with moving, painting, and other things as they arise.

#### **Discussion Items**

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

Siletz – The Siletz Valley Friends of the Library are doing some intensive weeding around the library in preparation for more bark to be put down to help reduce future weed growth.

**Set the next agenda:** There may be some items related to the budget, including the appointment of new members to the Budget Committee.

**Announce next Board Meeting:** The next Board meeting will be held on Tuesday, May 18 at the office. The Board meeting will run from 4:00 to 5:00 p.m. At 5:00 p.m. the Budget Committee will meet.

**Adjournment:** The meeting was adjourned at 5:10 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

May 18, 2010

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

**Call meeting to order** – Chris Boyle called the meeting to order at 4:00 p.m.

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

**Adoption of agenda – Action**: The items on the agenda were approved as presented but may not take all of them in the order. **Consent**

**Announcements from Board Members** – none

**Review of past minutes**: April 2010 – **Action**: The minutes were approved as presented. **Consent**

**Financial Reports**: April 2010 – put off until the end of the meeting and then did not have time to review.

**District Librarian's Report and Correspondence** – The written report is available on the wiki. When talking about doing some remodeling of the office with stairs up to the section over the small office and restroom it was pointed out that we should make sure that we meet building codes in the process.

**Public Comment**: No comments

### Decision Items

- A. **Appointment of members to the Budget Committee**: It was moved to appoint Ron Williams and Dick Moody to fill the two empty positions on the LCLD Budget Committee. **Action**: Moved by Jan and seconded by Barbara. **Unanimously approved**
- B. **What to do about Zone 1 Board Member position**: No action taken

### Discussion Items:

- A. **Health insurance and staff salaries**: Some items that may want to be considered by the Budget Committee. Diedre is trying to find out if it is possible to increase the Library Districts deductible in order to lower health insurance costs. If this is possible it should only be done if it does not reduce employee benefits. It is possible that such a change would make it easier to increase staff salaries. We do not have good information yet on whether or not this is a possibility.

The budget for 2010/2011 prepared by Diedre for the Budget Committee meeting does not have a salary increase for staff. The national cost of living has increased by 2.3% according to the March report. There actually are funds available to make this small increase in salaries and Diedre has prepared an alternate budget proposal that would adjust the budget to include a salary increase without lowering health insurance costs.

The Budget Committee will need to consider whether or not to make a salary increase and may want to look at the political aspects as well as the financial aspects.

- B. Useful Managed Desktops for Siletz – The thin client public computer network at the Siletz Library can no longer be supported by the Coastal Resource Sharing Network. Diedre has been searching for an alternative that will be easy for staff. The Useful product looks like it will work. The system is totally managed by the company. We would have to purchase their multi-user pc's and the keyboards. We would need 2 of them because of the division of the public computers, 4 in the main area and 2 in the children's area. The computers offer more functions than the current computers. There should be enough in carry-over funds in the Siletz budget to purchase this system, though, of course, it would be better to not have to use up all of the funds. We will go ahead and purchase this system so that we can guarantee that the public continues to have good computer access in Siletz.

**Set the next agenda:** We will cover the items on the agenda not covered at today's meeting. Approval of the 2010/2011 Budget will be on the agenda. The budget must be approved by June 30, 2010.

**Next Board Meeting:** Tuesday, June 8 at 4:10 p.m.

**Budget Hearing:** Tuesday, June 8 at 4:00 p.m.

**Adjournment:** The meeting was adjourned at 4:50 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.

# Lincoln County Library District

## BOARD MEETING MINUTES

June 8, 2010

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

4:00 – 4:15 p.m. Budget Hearing The meeting was called to order by Chris Boyle at 4:04 p.m. No public attended. The Hearing was immediately closed

4:15 – 4:25 p.m. Call meeting to order: the meeting was called to order at 4:05 p.m.  
Roll call of members and introductions (if needed): Chris, Barbara, Diedre  
Adoption of agenda: Adopted as presented  
Announcements from Board Members  
Review of past minutes: May 2010 Adopted as presented.  
Financial Reports: April & May 2010 Approved the month May financial report but not the yearly report until the June, end of the year report

4:25 – 4:35 p.m. District Librarian's Report and Correspondence

4:35 – 4:40 p.m. Public Comment

4:40 – 5:05 p.m. Decision Items

- A. Review of Budget adopted by LCLD Budget Committee & adopt the LCLD Budget for 2010/2011 – Resolution 06-10 M – Jan, S – Virginia Approved
- B. Add a new position for Temporary Employees – first temporary position would be for help with CRSN website. Board of LCLD authorizes Diedre to open this position, define the job M-Chris, S – Virginia
- C. Zone 1 position: Chris remembers someone that was interested in the campaign from that area that might be interested in the Board position. He will contact her.
- D. Bookkeeper: we will not be advertising or filling this position until after the end of the fiscal year.

5:05 – 5:15 p.m. Discussion Items

- A. Health insurance: do not have the information needed to make a change at this point. Diedre will get the information to share at the August meeting.
- B. Useful Managed Desktops for Siletz – SVFOL apply for a grant
- C. Report on activities at libraries in the county: SVFOL will have their annual meeting on June 17. The Waldport booksale will be the end of June. The libraries are all getting ready for the summer reading program
- D. Items for press release: Advertise the Zone 1 position again
- E. Other

5:15 – 5:25 p.m. Professional Development:

5:25 – 5:30 p.m. Set the next agenda  
Announce next **Board Meeting:** Tuesday, August 10 at 4:00 p.m. There is no Board meeting scheduled for July 2010  
Adjournment: 4: 55 p.m.

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# Lincoln County Library District

## BOARD MEETING MINUTES

August 11, 2009

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

**Call meeting to order**: The meeting was called to order at 4:07 p.m. by Chris Boyle.

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

**Swear in Board Members from Zone 1 and Zone 2**: **Action**: Jan Christensen, Zone 2, was sworn in. Andrea McClure, Zone 1, was not present.

**Adoption of agenda**: Change agenda to add replacing Rebecca, Zone 3 to Decision Items.  
**Action**: Agenda approved as amended. **Consent**

**Announcements from Board Members**: None

**Review of past minutes**: June 2009: Under Decision Items replace Alice with Andrea McClure.  
**Action**: The minutes were approved as corrected. **Consent**

**Financial Reports**: June and July 2009: The July Financial Report was not completed.  
**June Financial Report**: **Revenue**: A change in the report to designate the revenue used for the reimbursement formula is going to be made. This month tried designation was made by highlighting these revenue sources in green. This may not be the best way to show this so changes may be made on future Financial Reports. Tax Revenue was \$43,483.09. Previously Leveled Taxes: \$1,902.73. Reimbursement from CRSN was \$45,370.29. The City of Siletz payment to the Siletz Library was \$1,040. Siletz also had miscellaneous revenue of \$684.90, some of which was for the Summer Reading Program. There was a small, special State Forestry payment of \$369.71.

**Expenditures**: There were not any unusual expenditures. Personal Services was \$28,900.76. The final CRSN membership expenditures for LCLD and Siletz were made. Election fees for the District Board election came to \$2,797. The legal notice for publishing the budget information cost \$69.30. OCLC expenditures were \$3,814.78. Some of the summer reading program expenses have been paid, \$1,703.05. Siletz materials expenditures were \$3,511.24. The final reimbursement payments were made to each of the libraries. **Total Expenditures**: \$110,570.52.

**Actions**: 1. Moved to transfer \$1,613.19 of funds in the Siletz Personal to Siletz Materials and Services. Moved by Jan, Seconded by Barbara. **Unanimous**.  
2. June Financial Report was approved. **Unanimous**.

### District Librarian's Report and Correspondence:

- A. **American Library Association (ALA) Conference**: Jane and Diedre attended the annual ALA Conference in July. Information about the conference was shared on the LCLDPlan discussion list.
- B. **Special Districts Association of Oregon (SDAO) Board Training**: The yearly Board training is being held in Newport on August 22. This is an excellent training for new

Board members and is a way to refresh knowledge. If anyone would like to attend please let Diedre know so that your registration can be paid.

- C. **Van Mirror:** We aren't sure what happened but one of the mirrors on the courier van was damaged. It appears to be the electronics in the mirror that need to be replaced. Wanda came out of the Waldport Library and found the mirror moved completely forward. SDAO has already paid all but the \$100 deductible for fixing the mirror.
- D. **Coastal Resource Sharing Network (CRSN) Staff:** In the process of writing a job description to be used in the hiring of a new System Administrator for CRSN a question has come up about why the LCLD personnel policy is being used. Wayne Belmont was asked about having CRSN staff, who technically are LCLD staff because we pay them and handle their benefits and taxes, under a personnel policy other than ours. He said that we could not continue to handle the CRSN staff if they are not under our personnel policy.
- E. **Other Meetings:** Diedre has also attended several other meetings since the last LCLD Board meeting including the Siletz Valley Friends of the Library (SVFOL) Board meeting, The SDAO Board meeting, and the CRSN Board retreat.
- F. **People for Lincoln County Libraries (PFLCL):** PFLCL began meeting in July to begin working on plans for the campaign for passage of the LCLD measure to renew the 5 year local option tax.
- G. **Oregon Library Association (OLA) Legislation Committee:** A small subcommittee is working on developing best practices for libraries and handling identity theft issues and the new state and federal laws related to identity theft.

**Decision Items:**

- A. **Election of officers – President and Treasurer: Action:** It was moved and seconded to keep the same slate of officers in 2009/2010 as the LCLD Board had in 2008/2009: President: Chris Boyle, Treasurer: Jan Christensen. Moved by Jan, Seconded by Barbara. **Approved. Unanimous.**

- B. **Approve Ballot Measure and Explanatory Statement for November Election:**

Two drafts of the possible Ballot Measure were presented. The language is the same but the format of the Question section is slightly different. This year we have to add the line "This measure renews current local option taxes." We can also use the word "renew" anyplace within the measure. **Action:** It was moved and seconded to use the format on the second page that separates the two sentences under the Question. Moved by Jan, Seconded by Barbara. **Unanimous.**

Explanatory Statement: Change the first line to read "Before the formation of the Lincoln County Library District, people living in the unincorporated areas of Lincoln County and Depoe Bay did not have access to a public library without paying for a library card." Change "Based on 2008-2009 revenues each public library will lose approximately" to "Dollar losses to libraries based on 2008-2009 revenues." **Action:** Approved the Explanatory Statement with changes. Moved by Jan, Seconded by Barbara. **Unanimous.**

- C. **Board goals for the year:** The People for Lincoln County Libraries (PFLCL) are working on most of the campaign goals at this time. They will be meeting again next Tuesday at the Newport Public Library. Think about suggestions for 2009-2010 goals for the next meeting. What can the Board do to promote the LCLD mission? We will place this under Discussion items on the September agenda.
- D. **Replace Rebecca Noble:** Rebecca needs to resign from the Board because she may be moving out of the area soon. The open position will be announced in the media. Jan will ask Virginia to find out if she might be interested in returning to this position. There are two years left in this term.

**Discussion Items:**

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

**Waldport:** The Waldport Friends of the Library had another very successful booksale. They made about \$3,000.

**Toledo:** They surpassed last year's circulation by 12 checkouts. They have 313 people signed up for the Summer Reading Program.

**Newport:** The library circulated about 250,000 items last year. They loaned 27,000 to other libraries in CRSN and borrowed 23,000 items from other libraries in CRSN.

**Professional Development:** Board Member Responsibilities: This item was placed on the agenda to go through with the new Board member. It will be saved for the next meeting.

**Next Board Meeting:** The next Board meeting will be held Tuesday, September 8, 2009 beginning at 4:00 p.m.

**Adjournment:** The meeting was adjourned at 5:15 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

September 8, 2009

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

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

**Roll call of members and introductions** (if needed): Board members present: Jan Christensen, Barbara Smith-Huggins, Chris Boyle and Virginia Tardaewether. Others present: Ted Smith (Newport) and Diedre Conkling.

**Swear in Board Member from Zone 1:** Andrea McClure was elected to this position. She has been contacted and she sounded very interested in the position. She has been added to the email lists but we have not heard anything else from her.

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

**Announcements from Board Members:** No announcements were made.

**Review of past minutes:** August 2009: **Action:** The minutes were approved as presented. **Consent.**

**Financial Reports:** July and August 2009: **July: Revenue:** We did not have as much carryover as anticipated but we will be alright. For some reason a budgeted amount for Interest was left out of the Budget approved for this fiscal year. This really does not change anything but it does leave a blank space in the Budgeted column. The Siletz Library had more carryover than anticipated. It is enough to carry them over into this year for the first two months before receiving funds from the Library District. **Expenditures:** Mostly have the usual expenditures however the Summer Reading Program is going to appear in red. We budget for a major cut in this funding but by the end of the Legislative Session most of the grant money was restored so we should have plenty of funds. We could do a supplemental budget to make the change but it really is not necessary.

**August: Revenue:** When preparing the report I discovered that the previously levied taxes for the year did not appear on the printout I was working from but I have not had time to find out where the problem is. I know that we received close to \$10,000. This will be corrected. We did get a reimbursement from the Law Library of \$16,267.05 that brings them up to date. The miscellaneous \$292.57 is from the insurance to replace the mirror on the van. **Expenditures:** other than the usual expenses the Postage is a little high since 3 rolls of stamps. Three months of rent was paid. There were some small expenses for Jane to attend a two day cataloging workshop. We also paid \$1,600 for the last performer of the Summer Reading Program for all of the libraries.

**Action:** The financial reports were approved as presented. **Consent.**

### District Librarian's Report and Correspondence:

- A. **Ready to Read Grant Application:** The application for this year's funding was sent in by the due date, August 31.
- B. **Working at Siletz:** The sidewalks at the Siletz Library really needed to be cleaned so I spent a couple of hours doing this and picking up garbage with the help of a volunteer.

There is a small spot at the front entry that holds water and it was getting moldy. The only way to keep it from getting moldy is to sweep the water out after every rain but no one has time to do this. There is also a spot near the entry door on the parking lot side where people seem to always empty their drinks. I clean it up regularly and a few days later it is dirty again. There are products for removing gum from sidewalks and we need to get some because we are getting a lot of gum on the sidewalks.

- C. **Siletz Charter School:** The school is closing the school library and wants to bring the grade school children to the Siletz Library on a regular basis. They are putting a computer lab in the place of the library. He also said we could take some of their books after the teachers have the opportunity to take what they want for their classrooms. Throughout the conversation with the school principal, Bill Lines, I pointed out that literacy rates are higher in schools with libraries. He also mentioned that the older students use the Internet for research. I said that I assumed they were using OSLIS, which gives them access to the same databases we have in the public libraries. He had not heard of OSLIS. It seemed like it was not a good idea to not let the grade school classes come use the library on a regular basis, even though it really is not good for the school to not have a library. There may be some funding for some projects a little bit later.
- D. **Van Mirror:** The mirror is not fixed yet. The wrong mirror was ordered and there were other small issues but there should be a new mirror on it soon. It is a little difficult to back into the garage without it.
- E. **SDAO Meetings:** The Special Districts Association of Oregon (SDAO) Legislation Committee and Conference Committee have had meetings in the last month that I attended. The Conference Committee will be meeting again next week. We are working on the programs and breakout sessions for the February 4 - 7 2010 conference, which will be in Seaside. This is always a good conference for the daily things we do. There is usually a good preconference program with Board training.
- F. **ALA Committee on Legislations:** I was just appointed to the American Libraries Association (ALA) Committee on Legislation. They have a Fall meeting in Washington, DC in mid-October. ALA should be paying for most of my expenses to attend the meeting. The meeting is just a couple of days.
- G. **Vacation time:** I have been taking bits and pieces of vacation time throughout the summer and will be taking a couple of days off later this year.

Public Comment

#### Decision Items:

- A. **Select a new Board Member for Zone 3:** Unfortunately, Rebecca Noble has resigned from the Board for personal reasons so we need to appoint someone else to fill her position. Virginia Tardaewether has agreed to do this. **Moved:** Virginia Tardaewether be appointed to fill out the rest of Rebecca Noble's term on the Board for Zone 3. Moved by Chris, seconded by Jan. **Approved. Unanimous.**
- B. **Update on People for Lincoln County Libraries campaign activities** and any other plans for the LCLD Board related to the ballot measure: The next meeting of the PFLCL will be held on Tuesday, September 15 at 5 p.m. There are going to be two endorsement statements in the voters pamphlet because we found out that the names count in the word count in the statements. One statement will have information about the measure and the other will have signatures of people supporting the measure. PFLCL's also got about 50 more lawn signs made by Tower Marketing in Eugene. They are double-sided

signs. The group will set up people to be on the various radio programs at the next meeting and make arrangements for various information tables to be set up around the county.

### **Discussion Items**

**A. Discuss new Board goal(s) for 2009-2010 to help meet the LCLD mission:** The Board decided to continue this discussion until after the election. We do need to get a Board member for Zone 1 if the person elected really is not interested. We may also have another election coming up for annexation of Toledo into the Library District in May if the current ballot measure passes.

**B. Report on activities at libraries in the county:** There were very good, well attended summer reading programs in all of the libraries again this last summer. We will need to make a report about the programs for the Ready-to-Read grant in December.

**C. Items for press release** This will all be related to the ballot measure at this point.

**Professional Development:** Board Member Responsibilities: This is on the agenda for discussion and to help bring the new Board member up to speed.

**Announce next Board Meeting:** Tuesday, October 13, 2009: Virginia will not be available for this meeting.

**Adjournment:** The meeting was adjourned at 4:35 p.m.

# Lincoln County Library District

## BOARD MEETING MINUTES

October 13, 2009

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

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

**Roll call of members and introductions (if needed):** Board members present: Chris Boyle, Jan Christensen, Barbara Smith-Huggins Others present: Ted Smith (Newport), Peter Rayment (Toledo), and Diedre Conkling

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

**Review of past minutes:** September 2009: **Action:** The minutes were approved as presented. **Consent**

**Financial Reports:** September 2009; **Revenue:** We do not get a lot of revenue this time of year. We did receive \$7,922.62 in Previously Levied Taxes. This brings us within \$9,652 or our entire expected revenue in this area for the year. **Expenditures:** We had the regular monthly Personal Services expenditures. Under CRSN Staff expenditures and under Registration fees is registration for Diedre and Jane for the ALA Midwinter and Summer conferences. The cheapest registration was a packaged deal for both conferences. We renewed subscriptions to School Library Journal and Library Journal for \$287.98, which falls under Professional Materials. Supplies includes some materials for Banned Books Week. A ticket for Diedre to attend an ALA Committee on Legislation meeting in Washington, DC was purchased for \$455.40. This will be reimbursed by ALA. Every quarter we have a higher quarterly payment to OCLC or \$3,071.15. The Siletz Materials and Services expenditures is on the Siletz report and needs to be moved over to the main report. We had to renew some software licenses for Siletz.

**District Librarian's Report and Correspondence:** The written report has been distributed. It has a month full of meetings.

- A. Wiring in the office: The Internet wiring in the office has been redone. It should increase speed and lower CRSN costs

### Decision Items:

- A. **Retirement Resolution:** Employees may opt out of paying Social Security if they are getting more than 7.5% in retirement from the Library District. Our goal, of course, was to have employees have both Social Security and Retirement. Now, to do this we need to have the Board pass a resolution and 90 days later staff need to vote on which direction they want to go. The only three people affected are Jane, Wanda and Diedre. **Action:** moved to adopt Resolution 10-09 by Jan, seconded by Barbara. **Approved:** Unanimous.
- B. **Zone 1 Board Member:** need to find out what direction we can go to fill this position.
- C. **Update on People for Lincoln County Libraries** campaign activities and any other plans for the LCLD Board related to the ballot measure – decided to wait for the PAC meeting.

**Discussion Items:**

A. **Discuss new Board goal(s)** for 2009-2010 to help meet the LCLD mission - discuss after the November election

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

**Siletz:** The 2<sup>nd</sup> Annual Community Art Exhibit and Sale will be taking place the first between the end of October and November 14. The actual sale and reception will take place on Saturday, November 14 but the art work will be displayed in the library for several weeks. People may contribute up to 4 items to the exhibit.

**Toledo:** They are continuing on the Art Walk at the library and have asked artists to bring items in for display during the month.

C. **Items for press release:** Currently these are related to the ballot measure. There have been two very nice article written by reporters from the local papers and letters to the editor have been contributed.

**Set the next agenda:** Discuss the ballot measure, the Toledo measure, Board goals and the Zone 1 Board member,

**Announce next Board Meeting:** Tuesday, November 10, 2009

**Adjournment:** The meeting was adjourned at 4:30 p.m.

# Lincoln County Library District

## BOARD MEETING AGENDA

November 10, 2009

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

**Call meeting to order**: The meeting was called to order by Chris Boyle at 4:05 p.m.

**Roll call of members and introductions (if needed)**: Members present: Chris Boyle, Jan Christensen, and Barbara Smith-Huggins. Others present: Peter Rayment (Toledo) and Diedre Conkling (LCLD)

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

**Announcements from Board Members**: There will be a recorder concert on December 5 at the Historical Society

**Review of past minutes**: October 2009: **Action**: The October minutes were approved as presented. **Consent**

**Financial Reports**: October 2009: **Revenue**: We received \$6,399.51 in previously levied taxes. We will begin receiving 2009/2010 Tax Revenue in early November. **Total Revenue**: \$6,400.63. **Expenditures**: We had the regular Personal Services expenditures. The CRSN Staff Expenditures were for some mileage and conference expenses for Jane. The rent for October – December was paid. This is usually done quarterly. We paid our yearly fee to Intuit for payroll services, \$250.48. \$385.27 was paid to Power Ford to have the van mirror replaced. We already received the insurance payment for this. There are some travel expenses for Diedre and attendance at the ALA Committee on Legislation meeting in Washington, DC. This should be refunded by ALA. **Siletz**: A number of items that are on the popular holds list have been purchased for the Siletz Library, \$783.12. Because there is not a lot of carry-over from the previous fiscal year we often don't spend very much until the Tax Revenue for the current year begins coming in. **Total Expenditures**: \$26,594.30. **Action**: Approved as presented. **Consent**

### District Librarian's Report and Correspondence:

- A. **American Library Association (ALA) Committee on Legislation**: Diedre was recently appointed to this committee and attended the first meeting for the year in Washington, DC. The meeting was basically a good meeting and a good opportunity to meet the people on the committee. There were updates from all parts of the ALA Washington office about activities and various kinds of legislation. It will be an interesting committee.
- B. **Siletz**: Diedre has been getting some orders out for new materials for the library. No weeding has been done since the library was moved into the new building. The first section to look at will be the AV section and particularly the books on tape. This area was not weeded before the move and fewer and fewer people are using materials on cassette tapes.

The alarm at the Siletz Library has been going off almost every week for awhile and the alarm company keeps calling to have me go out to the building. There has not been just one reason for the alarm going off and not one person could have been responsible.

Diedre has worked out at the Siletz Library for a couple of days because of an illness of a staff person and no other staff members were available to work. These kinds of staff

issues just arise in every library but we report the issues with the Siletz Library because we manage the Siletz Library.

- C. **Election Email:** The day after the election we got a lot of email from library staff around the state congratulating us on our success.
- D. **More on the Retirement Issue:** We have heard that there is going to be one person from PERS coming out to our office in February for the 3 staff people involved to vote. I asked them about the possibility of doing this as an absentee ballot so as not to waste time and gas money but they don't seem to be set up to do that at this time but may be by February. The letter from them also says that they need to check staff ID to verify we are who we say we are. This does all seem a little extreme for 3 people who are already aware of the issue.

**Decision Items:**

- A. **What to do about Zone 1 Board Member position** Diedre has contacted Wayne Belmont asking what we can do legally to fill this position since the person elected has not come to a meeting and has not been sworn into office.
- B. **Discuss new Board goal(s) for 2009-2010** to help meet the LCLD mission, could include placing annexation of Toledo on the May ballot if the City of Toledo wants to pursue this.: The City of Toledo has not yet decided whether or not they want to place annexation on the ballot, though they do want to discuss this possibility. There is a problem with doing this kind of thing when around 40% of tax revenue comes from a single source, in this case that is GP. They have until mid-March to submit measure language to the County Clerk. If they decide to go ahead with the annexation the LCLD would also need to place a measure on the ballot for people already living in the District to approve adding Toledo.

The Board also discussed having Board members attend various Library Friends groups meetings and library board meetings so that everyone will know each other better. We have discussed putting together a Powerpoint about the Library District for presentations at various clubs and civic groups.

The Board is also willing to discuss changing meeting times and days if that will help with Board attendance.

We will have more discussion about goals at the December Board meeting.

**Discussion Items:**

- A. **Ballot measure wrap-up** – Many of us thought the measure would pass but not by the margin it did pass. The Friends of the Waldport Library were a great help with all of letters to the editor, the table at the Farmers Market and at the post office. Rebecca and Ted did a lot of work going out door to door and post offices. Several people also had a table at the Siletz post office. We want to have a real wrap-up meeting after we get the precinct information. We can write up what we did and didn't do to help with future campaigns.
- B. Report on activities at libraries in the county

**Waldport:** The Waldport Library will be closed for a short time while painting is done and new carpeting is put into the section of the library that was not worked on during the remodeling.

**Driftwood:** The Driftwood Library is still not open and we are not sure when they will be opening. They probably will be closed during December. This is a concern for future funding from us since they are going for such a long period of time without any circulation.

**Siletz:** The second annual community art exhibit and sale is happening now at the Siletz library. The reception and sale will be on November 14.

- C. Items for press release: Chris has submitted a thank you letter to the editor which should be in the next newspapers.

**Set the next agenda:** Discuss Board goals and the replacement of the north county Board member.

**Next Board Meeting:** Tuesday, January 12, 2010 at 4:00 p.m.

**Adjournment:** The meeting was adjourned at 4:45 p.m.

# Lincoln County Library District

## BOARD MEETING MNUTES

December 8, 2009

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

- 4:00 – 4:15 p.m. Call meeting to order  
Roll call of members and introductions (if needed):  
Adoption of agenda  
Announcements from Board Members  
Review of past minutes: November 2009  
Financial Reports: November 2009
- 4:15 – 4:25 p.m. District Librarian's Report and Correspondence
- 4:25 – 4:30 p.m. Public Comment
- 4:30 – 4:55 p.m. Decision Items  
A. Closing time for Siletz Library on December 24 and December 31  
B. What to do about Zone 1 Board Member position  
C. Discuss new Board goal(s) for 2009-2010 to help meet the LCLD mission  
Other
- 4:55 – 5:15 p.m. Discussion Items  
A. Ballot measure wrap-up – set a date later this month  
B. Reports required by contract from Toledo, Waldport, Newport and Lincoln City before we pay them on December 15  
C. Report on activities at libraries in the county  
D. Items for press release  
E. Other
- 5:15 – 5:25 p.m. Professional Development:
- 5:25 – 5:30 p.m. Set the next agenda  
Announce next **Board Meeting:** Tuesday, January 12, 2010  
Adjournment