

Lincoln County Library District

BOARD MEETING MINUTES

March 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 4:00 p.m.

Roll call of members and introductions (if needed): Members present: Chris Boyle, Barbara Smith-Huggins, Rebecca Noble, and Jan Christensen. Others present: Peter Rayment (Toledo Library), Ted Smith (Newport Library) and Diedre Conkling (District Librarian)

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

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

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

Financial Reports: January and February 2009:

January: Revenue: Tax Revenue was \$13,315.59 and Previously Levied Taxes came to \$1,897.32. **Total Revenue**: \$15,288.50. **Expenditures**: There was nothing unusual. The expenditures for CRSN staff may seem a little high but it is because we purchased the plane ticket and paid for the SirsiDynix Conference (the company from which we get our computer software) Registration using our credit card. This will all be refunded. The election fees for the November election came to \$8,385. At this time we only have \$615 left in this line. We will have to move some funds for the May Board election. **Total Expenditures**: \$107,907.02.

February: Revenue: Tax Revenue was \$7,071.02 and Previously Levied Taxes came to \$1,173.42. We had a donation from Janet Webster of \$1,000. The third quarter State Forestry amount was \$1,911.97. **Total Revenue**: \$11,193.40. **Expenditures**: All of the regular expenditures were made. OLA Membership dues were paid for all staff, including Siletz staff (see Siletz Financial Report) and Board members. Registration includes OLA Conference registration for Jane and Diedre. Diedre's ALA Midwinter Meeting expenses are under travel and training. The OCLC payment includes a payment for last month and one for this month. **Total Expenditures**: \$110,096.35.

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

District Librarian's Report and Correspondence:

- A. System Manager Resignation**: Wade Guidry, the system manager for CRSN has resigned. Jane Cothron and Sara Charlton are working on reports and other parts of the system to keep everything working until the CRSN Board decides on how to replace this position. We also have an interim arrangement for help from the IT department at Tillamook and from SirsiDynix. Everything should continue to function well. Diedre did have to go to Tillamook for Wade's last day to make sure all final arrangements were made. Since Jane is doing this report work for CRSN and she travels around to various libraries assisting them it seemed like time to get her a laptop computer and that computer has been ordered

- B. Oregon Library Association Legislative Day:** OLA held its Legislative Day at the Oregon State Capital on March 5. Throughout the day Senators and Representatives from around the state were visited. Jane Cothron, Ted Smith and Diedre Conkling visited Rep. Jean Cowan and Sen. Joanne Verger. Both are library supporters. We had a good group of people from libraries around the state visiting their Legislators. We encouraged continuing to fund the Ready-to-Read grant and having school media specialists in school libraries. The Debt Collectors are trying to get legislation that will cut the fees that are paid that goes to fund county law libraries. There is not specific legislation on this but it will probably be added to a bill so we are keeping a watch on this.
- C. Election Costs:** The Special Districts Association of Oregon (SDAO) is still working on getting the way we are charged for elections changed. The County Clerks offered a compromise position that is very good and SDAO is willing to go along with this suggestion. This would change the billing to charge for the number of measures placed on the ballot, which is not what is happening right now. It is in the hands of the Secretary of State. If this does not move ahead there is a bill waiting that we will pursue.
- D. Siletz Outdoor Lighting** – Both of the tall parking lot lights bulbs burned out. Audrey Casper, a volunteer at the Siletz Library, arranged for the Siletz Fire Department to give us some help. They came and took the bulbs out so that we would know what kind and could buy. They came back later and had a tour of the building when they replaced the bulbs. They enjoyed having the practice time with their ladder.
- E. Board Elections** – No one has yet filed for election. Zones 1 and 2 are up for election.

Public Comment: Peter Rayment mentioned that the Toledo Library is having their annual booksale this coming Saturday from 10:00 a.m. – 3:00 p.m. Most items are being sold for \$0.25 each.

Decision Items:

A. Board goals for the year:

1. Publicity Campaign – Jan needs help with the final paragraphs for the publicity pieces she is working on. People offered to help by email.
2. Planning for Next Election – the election will be next November. Need to resend out the bookmarks for placing in the reserve books. Need to develop an informational flier for the libraries about what the Library District does.
3. Developing Relationships with Friends of Libraries and Foundation groups: Diedre needs to get this list together and send it out to the Board members. After that meetings will be set up with these groups and others. We will work on a Powerpoint presentation that can be used with various groups.
4. Board Member for North Area: Chis talked with some friends in the area to get some names of someone put in this position. He also spoke with Sue Jenkins about this and the November election. Diedre did send in a press release about the open zones that was published in the News Times and the News Guard.

- B. Set Budget Calendar:** We should have a full Budget Committee. After a Budget Committee meeting is set all members will be notified about the meeting. The meeting was set for Tuesday, April 21, 2009 at 6:00 p.m. The Budget Hearing will be held at the beginning of the June Board meeting on June 9 and then the Board will approve the budget at that Board meeting.

Discussion Items:

- A. Report on activities at libraries in the county
- Siletz: They held their 55th Birthday Party. The program included a presentation by Matt Love. They had cake and other refreshments. A papier mache cake was made with candles that listed various items that the library needs that people could give as gifts. This has been very successful with paper towels, toilet paper, reams of paper, tape, a new Roomba and a paper shredder among the items that have been purchased.
- Waldport: In May/June Barbara will be displaying some of her art work at the Waldport Library.
- Oregon Reads: Siletz and Newport have the tabletop displays up. Newport and Driftwood have programs planned with the authors of the books that are a part of the program.

Set the next agenda

Announce next **Board Meeting:** Tuesday, April 14, 2009 at 4:00 p.m.

Adjournment: The meeting was adjourned at 4:50 p.m.

Lincoln County Library District

BOARD MEETING MINUTES

April 14, 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 3:55 p.m.

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

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

Announcements from Board Members: There is a recorder concert on May1 at St. Peter's Lutheran Church in Lincoln City at 8 p.m.

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

Financial Reports: March 2009: The reports were not prepared in time for the meeting but Diedre stated that they would be finished in a few days in preparation for the Budget Committee meeting. [The reports were completed before the Budget Committee meeting and posted on the wiki.]

District Librarian's Report and Correspondence: Diedre presented a written report.

- A. **Oregon Library Association Legislative Committee**: The committee met on Monday, April 13. It appears that the ACLU has a bill in the Legislature to further address some identity theft issues. This is a bill that may not apply to libraries at all since it specifically talks about the process of swiping drivers licenses, which we don't think any libraries do. Janet Webster (HMSC), Abigail Elder (Tualatin) and I will be writing up an issue brief on this subject. The State Library budget will probably be cut. Not all of the funds come from the State General Fund but they have had to send a proposal showing a 30% cut in this area. The changes would affect the Ready-to-Read grants and the Talking Books and Braille service. Also in the State Library budget is a section that needs to be changed on how they use LSTA funds.
- B. **Ways and Means Committee – Public Meetings**: The Ways and Means Committee is holding public meetings around the state to discuss the budget. The first meeting is going to be held in Lincoln City. If anyone can attend one of these meetings and gets a chance to speak then it would be good to address the affect the cuts to the State Library budget will have on local libraries and patrons.
- C. **CRSN System Manager**: Board members wondered if a new person was being hired for CRSN. A final decision has not been made on this position. Currently the system is being handled by Sara Charlton (Tillamook), Jane Cothron, Tillamook's IT department and SirsiDynix. Having the work split between 4 places may not be good for the long run. It is Diedre's opinion that we might be able to handle the basic day to day system needs indefinitely this way but we lose the creativity and growing the system without the System manager.

Public Comment:

- A. **Toledo:** Peter reported that \$614 was made from the Toledo book sale.
- B. **Newport:** Ted reported that the last Newport Reads program will be held Thursday at the Performing Arts Center. They expect about 100 people to attend.

Decision Items:

A. **Board goals for the year:**

1. **Publicity Campaign:** Jan has not been working on this. She will send out the articles she was working on so that other Board members can help. Rebecca sent out a letter to the editor that was great and was published last week.
 2. **Planning for Next Election:** Diedre lost/misplaced the bookmarks that we made for putting in hold items with the crash of the old computer. They will be found soon. What other planning can we do now? We can't do some kinds of publicity until we have a ballot measure and a ballot measure number. We won't have that until August. However, other things can be done. Barbara is going to be working on setting up some meetings with Library Friends and Foundation groups as a starting place. We will work on a powerpoint presentation that can be used. We may want to really concentrate on the most populated areas. When we see that groups are meeting around the county we can see if we can be on their agenda for a short presentation. Can something be put in the OCCA newsletter that is just informational? There are some summer events coming up where maybe we can set up a table or participate in some other way. We also need to get information from the local library directors about how a decrease in funding will affect the services that they are able to provide. We also need to find more sources of money for the campaign. This is not just for the money but also for the support these people can give to the campaign
 3. **Develop Relationships with Friends of Libraries and Foundation groups:** We now have the list of all of the groups with contact information and the times that they meet. The groups will soon be contacted.
 4. **Board Member for North Area:** Chris got a printout of registered voters in the north area of the county. He is planning on going through it and see if any names pop up that we might be able to get to run for the Board position in Zone 1. If someone is found before the election we can get them to be a write-in candidate and ask their neighbors and friends to vote for them so that they will have a few votes.
- B. **Budget Committee:** We did not need to make any appointments this year. Hopefully we will have a quorum of at least 6 people. The Budget Committee is meeting on Tuesday, April 21 at 6:00 p.m.
 - C. **Contracts:** We have received no comments or suggestions for changes in the contracts with the local libraries for the coming year. April ends the review period. The next review period begins January 2010.

Discussion Items:

A. Report on activities at libraries in the county: None beyond the items mentioned earlier in the meeting.

B. Items for press release: These were discussed earlier in the meeting.

Announce next Board Meeting: Tuesday, May 12, 2009 at 4:00 p.m.

Budget Committee Meeting: Tuesday, April 21, 2009 at 6:00 p.m.

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

Lincoln County Library District

BOARD MEETING MINUTES

May 12, 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): Members Present: Barbara Smith-Huggins, Chris Boyle, and Rebecca Noble. Others present: Peter Rayment (Toledo), Ted Smith (Newport) and Diedre Conkling (LCLD).

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

Announcements from Board Members: Chris will be gone October 19 – 30, during election time, but he will be actively working on the election before that time. He will be in New Orleans.

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

Financial Reports: March and April 2009: **Revenue:** March tax revenue was \$32,836.49 and April was \$5,450.83. The previously levied taxes in March were \$1,099.11 and April were \$1,258.16. We should come very close at the end of the fiscal year to meeting the goals in the budget. We will not get the whole \$160,275 that is budgeted for CRSN because we are no longer paying the system manager. However, this is just past through money and it really does not affect our budget. **Total revenue** for March was \$33,948.21 and April was \$32,510.15.

Expenditures: Most of the expenditures were the regular monthly expenditures for personnel expenses, the office and library reimbursement. The CRSN Staff Expenditures is in the red because we spent more on the SIRSI/Dynix conference but this will be reimbursed by CRSN. The expenses under travel/training/membership are for OLA expenditures for Jane and Diedre. The new laptop is on the March financial report under capital outlay, \$1,398. The cost is not just for the computer but also for upgraded software. The Siletz expenditures are also pretty much the same as most months. We have gotten a few new professional items including a new book on holding a mystery event in a library. We did pay the legal notice about the Budget Committee meeting that ran in the News-Times, \$42.90. **Total expenditures:** March \$111,649.98 and April \$78,853.30.

Action: The March and April Financial reports were approved as presented. Consent.

District Librarian's Report and Correspondence:

- A. **SDAO Legislation Committee:** The committee met today in Salem. There have been some changes in local budget law but I don't know what they are right now. I will look them up and the Oregon Department of Revenue will cover them in their yearly training. A lot of the proposed legislation is dying this year but will probably come back another year. One of these was a bill related to enterprise zones that would have given districts

the option of opting out of the enterprise zones and still receive their property taxes. The latest newsletter from SDAO talked about the changes that have been made this Legislative Session in the ethics laws. The changes are all ones that SDAO wanted to have made. There is a second ethics bill, HB 2518, still being looked at by the Legislature and we will get another update when that is passed. We, board and employees, are most affected by the food, entertainment and gift related parts of the ethics legislation.

- B. **Siletz:** Someone backed into the bookdrop and it was totally unusable for a time. Herb Jennings pounded it out enough that it has been usable. The incident was reported to the City of Siletz since they hold the insurance on the building. There is a \$1,000 deductible. One of the members of the SVFOL, Karen Carlson, has contacted someone that does metal work to see if they can just fix it for less than what it would cost to get a new bookdrop. They have taken the bookdrop at this time but it should be returned soon and we hope that it will be back in working order.

The Oregon Historical Society called about an exhibit that will be coming in June that is made up of 3 panels. The display is called "Oregon is Indian Country." Each panel is 20 feet long and 5 feet wide. It will be a challenge putting a panel in the library but we will work it out. There are also some limited funds for performers but I don't know more about that at this time.

There was a desire to restrict food and drink in the small meeting room but it was not really within our current policy. We don't want to create a policy that will affect everyone for the few that are the problem. However, we do have an overall library use policy that does make it possible to deal with those that are causing damage. There was also a concern about food and drink around the laptop computers. I added a sign on each computer commenting on the cost of damage to the computers. Hopefully, we now have a less restrictive way to take care of the few problems.

- C. **Courier:** Wanda took some vacation time so I did the courier run last Friday.
- D. **CRSN All Staff Meeting:** We closed all of the libraries on Thursday, April 24th and got together for training at the Tillamook County Library. Ted Smith did the opening presentation that was really enjoyed by everyone. We then had breakout sessions which included sessions with a representative from SIRSIDynix and one from Reference USA. It was a good staff experience.

Public Comment: No comments

Decision Items:

- A. Board goals for the year: Chris met with Janet Webster and Rebecca Cohen to help get some election ideas. He then put together a spread sheet about where to go in each community to get word out about the Local Option Tax. It has on it places, who to contact, who will do them, etc. The last page has some information. Janet has kept the People for Lincoln County Libraries account open so fund raising can be done any time.
 - 1. Bookmarks – now that the color on the copier is fixed we can make these and get them sent out to the libraries for placing in Intralibrary and Interlibrary Loan books.
 - 2. Informational Flyers: need one that is informational that can be handed out in the libraries and one that is for advocacy about the election. Diedre will work on the informational flyer.

3. Restock the lawn signs: We did not get them all back from the last campaign and they do belong to Tillamook. Janet has most of the signs but Diedre has about 7 of them as well.
4. We need to decide if we want to do the postcards again, looking at cost and effectiveness.
5. The spreadsheet is about making the personal contact with people and groups. These would be quick presentations, just a few minutes, not 20 minute presentations. People need to sign up to make the contact.
6. It is possible to have a table at some of the small grocery stores around the county and at the Farmer's Markets.
7. Need to examine the voter's pamphlet language,
8. Set up a wiki or something that can be accessible to everyone so that they can sign-up themselves. Diedre will set up a site on her personal time and will contact Wade about the website that he put together.
9. We can use the national library symbol of the person reading a book for our logo. This is the symbol we use on the LCLD vans.
10. Rebecca is going to set up a table at the garden fair at the Blodget Café this weekend with the informational board we have used at the fair. Email bookmarks to her.
11. Make more paper signs for everyone to use and distribute. Just print up a whole bunch of them this time. During a previous election we actually took the paper signs around to stores in the various communities and asked them to display in their windows.
12. Need a talking points sheet for people that are going out to talk to groups

Come to the next Board meeting after having thought about these things and maybe solidify more of the actions. Some can't be done until we have a ballot measure number. There is no July Board meeting but we may want to meet on campaign issues at some time in July and we will need to approve a ballot measure. Many of the groups may not meet during the summer but we will try to go to their September and October meetings.

Discussion Items:

A. Report on activities at libraries in the county

1. **Waldport:** The Waldport Friends will be having their usual book sale June 25 – 27. Maybe we can have some information about the ballot measure at the booksale. Barbara will check on this

Next Board Meeting: Tuesday, June 9, 2009 at 4:15 p.m.? – following the Budget Hearing

Budget Hearing: Tuesday, June 9, 2009 at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:00 p.m.

Lincoln County Library District

BOARD MEETING AGENDA

June 9, 2009

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

Budget Hearing: The budget hearing opened at 4:00 p.m. No public attended the meeting. The meeting was closed at 4:03 p.m.

Call meeting to order: The Board meeting began at 4:03 p.m. The meeting was called to order by Chris Boyle.

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

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

Announcements from Board Members:

- a. Rebecca may be moving out of the area. A new Board member for Zone 3 needs to be found.
- b. Jan announced that the annual Recorder Concert is June 20, 3:00 p.m. at the Visual Arts Center

Review of past minutes: May 2009: **Action:** The minutes were approved as

Financial Reports: May 2009: **Revenue:** The tax revenue for May was \$6,888.03 and there was \$1,877.87 in previously levied taxes. We also received \$245.11 for the 4th quarter of State Forestry. **Expenditures:** The personnel expenditures were the usual ones. Mileage went over by just a little bit with \$241.34 for mileage but there is more than enough in the other lines so this is not a problem. The battery in the van needed to be replaced. The OCLC bill was \$5,591.54. Library reimbursement checks were distributed. The Siletz expenditures in materials and services were not put in this report but are in the Siletz report, \$1,671.43. This needs to be corrected. The major expenditure for Siletz was \$954 for the McNaughton subscription. **Total Expenditures:** \$73,518.18. **Action:** The financial report was approved as corrected. Consent.

District Librarian's Report and Correspondence: (written report)

- A. **Siletz Display:** The display at the Siletz Library this month from the Oregon Historical Society is running down the center of the adult stacks. It is a very interesting display. There are two more displays in the series. One is at the Lincoln County Historical Society and the other at the Lincoln City Cultural Center.
- B. **Siletz Book Drop and Outdoor Furnishings:** The bookdrop was damaged recently. It appears that someone backed into it. The Siletz Valley Friends of the Library had it repaired and now it opens easier than it ever did. They are also doing some fundraising for outdoor benches and tables.

- C. **People for Lincoln County Libraries:** They are going to need a new website because the one they used last year was Wade Guidry's personal site. They will be using a wiki site which can be contributed to by anyone.

Public Comment: There was no public comment.

Decision Items:

- A. **Approve 2009/2010 budget, Resolution 06-09:** The Board reviewed the Budget from the Budget Committee. They changed line 5 and line 13 of the Summary Budget Report. **Action:** Jan moved the adoption of Resolution 06-09. Rebecca seconded the motion. Approved. Unanimous.
- B. **Election Results – need to approve:** We need to approve the election results sent to us by the Dana Jenkins, County Clerk. Jan Christensen was elected in Zone 2 and Alice McClure was elected in Zone 1. **Action:** Rebecca moved that the election results be approved. Seconded by Barbara. Approved. Unanimous.
- C. **Board goals for the year:**
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 looked at goals all together. Chris made a spreadsheet of the possible places for people to visit. Others can add to this list and volunteer to talk with people. Everyone may edit the list. The plan is to make the biggest push on the election in September and October. Chris and Barbara went to meet with the Waldport Library Board today. The PAC would like to have a table at the Waldport Friends of the Library booksale on May 25 – 27. There will be a display board and fliers available. Need to work on getting people lined up to put in letters to the editors. At some point we will try to get more lawn signs

People for Lincoln County Libraries: The PAC is going to begin meeting on July 21 beginning at 5:30 p.m. at the Newport Public Library to work on the ballot measure.

Some of the discussion about the possibility of doing postcards has occurred. There is a question about whether the cost and time is worthwhile. A decision about whether or not to do them will be decided by the PAC. It might be possible just to address them to the occupant. Ask Rebecca if it is possible to make a universal change on the labels.

The PAC can discuss the ballot measure language. Then Diedre can take the language to Wayne for review. The Board can then approve the measure at the August meeting.

The Board discussed the flier that Diedre created for passing out in the libraries. Actual campaign literature can't be handed out in the libraries and cannot be created by staff during work hours. There was a discussion about whether more needs to be said about all of the funds that the libraries received. The tax base was not mentioned but only the local option tax in an effort not to muddy the issue. The local option tax is \$.09 per \$1,000. The tax base is \$.2465 per \$1,000. Fliers with the word "renewal" and other campaign words will be developed later. On the first side put language about there being a tax base and a local option tax used for library services.

Discussion Items:

- A. Report on activities at libraries in the county:** Summer reading programs are beginning around the county soon. They start at Toledo tomorrow and the other libraries begin next week.

Waldport: The Waldport Friends of the Library booksale is June 25 - 27

Next Board Meeting: Tuesday, August 11, 2009

Adjournment: The meeting was adjourned about 5:00 p.m.