

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting

January 18, 2006

Library Administration Building

ATTENDEES

Present were Board Members Ray Miao (President), Ann Evensen, Pat Lawrence, Beth Pearl-Gent, and George Riser

CALL TO ORDER

President Ray Miao called the meeting to order at noon.

MINUTES

The minutes from the December 21st meeting were approved by consensus.

RESULTS POLICIES

Results Monitoring Report

Board President Ray Miao introduced the monitoring process for Board Results. Ray recommended that Board members consider the following points during the monitoring process:

- Does the library program represent a reasonable interpretation of the Results Policies?
- Does the monitoring report contain sufficient information to support the monitoring process?
- Is the District achieving the Results?
- Does the Board wish to provide additional direction by editing the Results Policies?

Library Director Michael Gaston and members of the library management team provided an overview of the written monitoring report (attached).

The District has evolved into a leading library program in Oregon over the past eight years.

- Library usage compares favorably with other countywide libraries that serve a mix of urban and rural areas.
- Library patrons have a high success rate when searching for library materials.
- Youth Services is now a well established program that ranks among the top programs in the region.
- Teen Services is rapidly developing into a leading program in Oregon.
- Adult program attendance more than doubled, and now compares favorably to comparison libraries.
- On-line Services are similar in quality to the top library programs in Oregon.
- Library facilities and the computer infrastructure are well designed and maintained.

The District provides a moderate level of library services in other areas, commensurate with fiscal priorities.

- Outreach Services reaches a relatively small percentage of the targeted populations. The District is in the process of expanding outreach services to additional assisted care facilities, Hispanic residents, and rural residents.
- External usage of the Library's electronic resources has increased significantly, but largely consists of using the online catalog to request or renew titles from the collection. The management team is considering methods to encourage online usage of electronic reference tools.
- Library patrons in Bend report a lower success rate when searching for materials in the adult collection. The collection development committee will develop strategies to increase the percentage of successful searches.
- Quiet space is not always available, particularly during peak usage periods in the smaller libraries.
- The Sunriver Area Public Library lacks adequate seating. The small space limits the ability to separate quiet/noisy library functions. A management team is developing plans to expand the facility within the next three years.
- Additional library facilities may be required within the next five years to meet the needs of growing population centers in east Bend. A planning committee is studying this issue.

The District achieved several significant objectives over the past year.

- The new Sisters Library was dedicated, nearly tripling the amount of public library space.
- The District replaced a dated library automation system. The new system will provide the platform needed to enhance online services.
- The Bend Library was remodeled.
- Circulation/Reference centers were installed in three school media centers to test the concept of utilizing school staff and facilities to deliver public library materials.

The Board held a wide-ranging discussion of the District's success in achieving the Results Policies. The following is a partial summary of the discussion.

- Policies 2.D, 2.E, and 2.F may require clarification.
- Policy 2.F.1 states students, school staff, and parents will be aware of the public library services. The monitoring report indicates that District implementation strategies primarily target students and school staff. Comments by the Youth Services Coordinator and Teen Services Librarian indicate that the Library District is reaching parents through the faculty and students. Additional documentation or implementation strategies are needed which focus upon parents.
- Results policy 3.A has been interpreted as having a focus upon adult library users. The policy may need to be clarified.
- The Library Lynx program began operation in November, 2005 with three test schools. The program will be monitored and evaluated over the next year. Assuming that the program is successful, the District will work with area schools to obtain grant funding to expand the program.

Board members agreed that the library program is making excellent progress in achieving the District's Results Policies. President Ray Miao noted that the achievements are a credit to the entire library staff as well as the management team.

Ann Evensen moved that the Board finds that the District is in compliance with District's Results Policies. George Riser seconded the motion, which passed unanimously.

The Board affirmed the following fiscal priorities:

- Maintain the quality of library services while meeting the rapidly increasing demand for services
- Extend services to growing population centers
- Extend services to small, rural communities
- Provide services to a larger percentage of students
- Provide services to a larger percentage of teens
- Provide services to a larger percentage of adults with disabilities who reside in care facilities
- Enhance Online Services

The proposed resource sharing system with Jefferson County Library District will be a priority over the next year. Board members expressed support for addressing library services at the regional level.

Library Director Michael Gaston reviewed the budgetary implications of the priorities.

- Additional staffing to increase the number of residents with disabilities served by the Outreach program.
- Funding to test the concept of providing services to rural residents using a mail delivery system.
- Additional staffing to increase the number of adult programs throughout the District.
- Restructure staffing to provide focus and leadership for online services.
- Additional contractual services to expand outreach to the Hispanic population.
- Increase budgeted funds for collection development to expand/improve the collection in the Bend library.
- Additional contractual services to plan for the future expansion of the Sunriver Area Library. Start saving towards the actual construction.

Library services will need to be based on sound budgeting principles to ensure that services are sustainable in future years.

Results Policy #4 Subcommittee

Ann Evensen and Pat Lawrence reported that they had met as a Board committee to develop recommended amendments for Results Policy #4. The committee recommends the following changes (proposed changes in italics):

4. People who cannot access the physical library facilities or *utilize traditional formats* expeditiously obtain library services.
 - a. *Residents of all residential care facilities utilize library services.*
 - b. *Correction facilities receive institutional library support.*
 - c. *Residents with disabilities have access to technology and library material formats to facilitate library usage.*
 - d. *Residents who live more than 7.5 miles from a branch library obtain library services through low-cost delivery systems.*

Ann Evensen moved that Results Policy #4 be amended as proposed by the committee. Pat Lawrence seconded the motion.

George Riser questioned the intention of using the term “institutional” in paragraph 4.b. Committee members explained that service to inmates of correctional institutions would be regulated by the correctional institution. It was the intent of the committee that the Library District’s client would be the correctional institution, not the individual inmates. Riser suggested deleting the term “institutional” from paragraph 4.b to improve clarity. Riser moved that paragraph 4.b be amended to read “Correction facilities receive library support.” Ann Evensen seconded the motion, which passed unanimously.

Pat Lawrence noted that some residents who live within 7.5 miles of a branch library could require some form of delivery system for various reasons. Director Gaston noted that any resident could request consideration for delivery services, but that paragraph 4.d would place a priority upon developing delivery systems for those living more than 7.5 miles from a branch library.

President Ray Miao called for a vote on the amended motion, which passed unanimously.

EXECUTIVE LIMITATIONS

Financial Planning & Budgeting Monitoring Report

The Board reviewed the written monitoring report. Beth Pearl-Gent moved that the Board finds the District is in compliance with the Financial Planning & Budgeting Executive Limitations Policy. Pat Lawrence seconded, which passed unanimously.

George Riser suggested that a redundant phrase in paragraph 2 of the Financial Planning and Budgeting policy be deleted to increase clarity. Riser proposed that the paragraph be edited to read:

“2. Plans the expenditure in any fiscal year of more funds than are conservatively projected ~~in any fiscal year~~ to be available in that period.”

The Board agreed by consensus to approve the edit.

Financial Conditions & Activities Monitoring Report

The Board reviewed the written monitoring report. The Board noted that a resolution will be needed by the end of the fiscal year to adjust the expenditure allocation in the Grant Fund to reflect changes approved the Oregon State Library to the Library Services and Construction Act Grant.

George Riser moved that the Board finds the District is in compliance with the Financial Conditions & Activities Executive Limitations Policy. Beth Pearl-Gent seconded, which passed unanimously.

Sisters Facility Update

Peg Bermel reminded the Board that the grand opening of the Sisters Library is scheduled for January 21st at 10:00 AM. The Library has been very well received in the Sisters community.

Library Director Michael Gaston reported that the architect is continuing to work with Cisneros construction to resolve an issue with delayed payments to the subcontractors.

BOARD MEMBER COMMENTS AND SELF-REVIEW OF MEETING

Board members agreed that the substance of the agenda justified the long meeting. Ann Evensen complimented the Board for the use of parliamentary procedure.

As there was no additional business, the meeting was adjourned.

ATTEST:

Michael K. Gaston
Library Director