

**DESCHUTES PUBLIC LIBRARY DISTRICT**  
**Board Meeting**  
**February 15, 2006**  
**Library Administration Building**

**ATTENDEES**

Present were Board Members Ann Evensen (Vice-President), Pat Lawrence, Beth Pearl-Gent, and George Riser. Ray Miao was unable to attend due to health issues.

**CALL TO ORDER**

Vice-President Ann Evensen called the meeting to order at noon.

**MINUTES**

The minutes from the January 18<sup>th</sup> meeting were approved by consensus. (Miao absent.)

**PUBLIC COMMENTS**

Addie Kerr and Ann Malkin of the Bend Library Advisory Council addressed the Board. The Bend Council plans to continue to meet several times annually to review community needs and discuss Board Results Policies. The Bend Council questioned the use of council members in a formal marketing program, preferring to continue their role as informal library ambassadors. Council members noted that marketing is an administrative rather than a policy function.

The Bend Council would appreciate more direction from the Board. Bend Council members have indicated a willingness to serve on Board formed ad hoc committees to address issues selected by the District Board. Such committees could include members from each of the councils to avoid duplication. The Board should feel comfortable in dissolving or changing the councils as the Board deems appropriate.

Board discussion followed. The Board values council input. Ad hoc committees consisting of members from each of the councils may be formed in the future. The Board will form discussion groups to address selected topics. The discussion groups will include council representation.

Director Michael Gaston explained that Community Relations Manager Chantal Strobel is currently designing a limited ambassadorial role for councils that would support the marketing plan developed by the Community Relations Department.

Ann Evensen expressed appreciation to Addie Kerr and Ann Malkin.

**RESULTS POLICIES**

Educational Presentation

Mark Quinlan, Home School Program Director for the High Desert ESD, presented an overview of home schooling in Deschutes County.

- Home schoolers constitute approximately 5% of the school age population.
- 1,150 students have been identified as home schoolers in Deschutes County.
- The number of home school students has decreased by 7.5% this year, but increased by approximately 5% per annum for each of the past five years.
- Approximately two-thirds of home schoolers are kindergarten through grade five students. Older students are more likely to enroll in the public school system.
- Parents elect to home school for a variety of reasons: life style choice; faith based decisions; dissatisfaction with the public school system; a desire for quality time with their children.
- Many home schoolers form support groups.
- Many home schoolers participate as part-time students in the public school system.
- Many home schoolers participate in classes directly offered by the ESD.
- The public library system is an important resource for home schoolers.

Youth Services Coordinator Heather McNeil reported that a number of home school groups use the Deschutes Public Library. The type and quantity of library usage varies from research to recreational usage of public access computers, reflecting the various approaches to home instruction. The Library provides reading and research materials, but does not provide curriculum materials such as textbooks. Heather will work with the ESD to inform home school parents that library resources are available.

The Board reviewed the presentation and discussed the implications for Board Results Policies. Board members agreed that no changes to the Results Policies are required.

#### Library & Community Trends: Identifying Topics of Interest

Community Trends Committee members Ann Evensen and Beth Pearl-Gent introduced a brainstorming process to identify topics of interest for investigation over the next year. (See table below.) The list will be used for the following purposes:

- The Board will conduct four, two-hour discussion groups which focus on four selected topics
- Guest speakers will be invited with expertise relevant to the topics
- Board members will seek out workshops at conferences which address the topics

Ann Evensen reported that Ray Miao recommended that the Board reduce the number of planned discussion groups in the first year to allow Board members to develop the requisite planning and facilitation skills. Additional groups could be added at a later date. Board members agreed by consensus to schedule two rather than four discussion groups.

The Board brainstormed and rated the topics (see following table). Items #1 and #4 were selected as topics for discussion groups.

Ann Evensen and Beth Pearl-Gent will act as team leaders for the discussion group on technology. The discussion group was tentatively scheduled for September.

Ann Evensen, Beth Pearl-Gent, and Pat Lawrence will work with Director Michael Gaston to form a discussion group on the topic : “Designing/expanding facilities to address specific

outcomes/benefits.” The facility discussion group will be scheduled after a library facilities consultant is selected. The consultant will assist with the design of the format for the discussion group.

Item #	Points	Topic	Description
* 1	8	Technology/Virtual Library	WEB based services, electronic reference tools, e-commerce.
2	7	Regional Resource Sharing	Policy implications for addressing library needs using resource sharing agreements.
3	7	Sustainable library development	Variables which impact projected income and expenses over multiple years.
* 4	5	Facility design/expansion	Designing/expanding facilities to address specific outcomes/benefits.
5	3	“Not your grandmother’s library”	The changing role of the public library.
6	3	Destination Resort Proliferation	How other libraries serve Resorts? What are the policy implications?
7	2	Adult Programming	What constitutes an “excellent” level of service?
8	2	Public Policy Issue Forum	What is the role of the public library in stimulating public discussion of community topics? What are the boundaries?
9	2	Service to incarcerated individuals	“Best practices” in other libraries. Perceived needs of correctional institutions.
10	1	Rural services	Best practices. Various delivery systems.
11		Local Demographics (city & county)	Identify changes or trends in demographics.
12		Senior services	Implications of the aging of the population.
13		Teen services	Best practices in other libraries. Status of District services. Needs of teens.

Library Director Michael Gaston will proceed to schedule speakers as outlined in the Annual Calendar. Board members will submit any suggestions for speakers by February 28<sup>th</sup>.

## **GOVERNANCE PROCESS**

### Annual Calendar

The Board reviewed the Annual Calendar policy. The Board discussed paragraph 2.A of the policy:

2. The cycle will start with the Board’s development of its calendar for the next year.
  - a. Consultations with selected groups in the ownership or other methods of gaining ownership input will be determined and arranged in the first quarter, to be held during the balance of the year.

The Board reviewed the methods in-place to solicit ownership input:

- Five councils presentations have been scheduled
- Each council has the option of submitting recommended changes to Results policies at the November Board meeting
- Eight educational programs will be scheduled
- Two discussion groups will be scheduled

The Board could organize additional methods to obtain ownership input. The use of ad hoc committees on selected topics has been discussed by the Board. Additional meetings might be required.

A consensus developed to edit paragraph 2.a to clarify the intent of the policy. It was suggested that the term “ownership” be replaced with “residents.” The Board requested that Pat Lawrence work with Library Director Gaston to develop proposed wording.

The board agreed to hold the September meeting in Sisters and to hold the October meeting in Sunriver.

Beth Pearl-Gent moved to accept the annual calendar with the changes. George Riser seconded the motion, which passed unanimously. (Miao absent.)

## **EXECUTIVE LIMITATIONS**

### Fund Raising/Naming Opportunities

The Board discussed the authority to authorize the naming/dedication of library assets. Current Library District policy does not retain this authority to the Board, thus delegating authority to the Library Director.

A consensus of the Board developed that the Board may wish to retain some level of authority in the naming/dedication of library assets, particularly at the building level. Ann Evensen appointed a committee consisting of Pat Lawrence, Beth Pearl-Gent and Ray Miao to present a recommendation at the October board meeting.

Board members recognized that the Director has the authority to approve naming opportunities until such time that the Board adopts a policy limiting that authority. Director Gaston stated that he would approve a request to name the large meeting room in Sisters “The Moyer Community Room” in recognition of the Moyer \$100,000 donation to the construction of the Sisters Library.

### Collection Development Executive Limitations Policy

The Board reviewed the recommendations of the Board committee which reviewed the Collection Development Executive Limitations Policy. Board members expressed support for the changes, which would incorporate standard library selection criteria into the policy. Two clerical errors were noted and corrected.

Pat Lawrence moved to accept the proposed changes to the policy. George Riser seconded which passed unanimously. (Miao absent.)

## **EXECUTIVE SESSION**

The board opened an executive session to conduct deliberations with persons designated by the governing body to carry on labor negotiations as provided for in ORS 192.660(1)(d). The board closed the executive session at 2:20 PM.

## **BOARD-LIBRARY DIRECTOR LINKING POLICIES**

Vice-President Ann Evensen reviewed the process that the Board has adopted to monitor the performance of the library director. The Board monitors the performance of the director by monitoring Executive Limitations Policies and Results Policies throughout the year.

Library Director Michael Gaston provided an overview of accomplishments over the past year:

- An increase in circulation of library materials of 12.5%
- The three-phase remodel of the Bend Library
- The implementation of a new integrated library automation system
- The construction of the Sisters Library
- The initiation of the Library Linx program in three area schools
- The implementation of new accounting software
- The implementation of the Personal Leadership Development course for managers, which incorporates direct feedback from peers and direct-reports, and which implements a peer coaching process

Gaston characterized the rate of change over the past year as both impressive and challenging. He credited the ability of the organization to learn and embrace change to the positive organizational culture that was methodically developed over the past five years through the development of the Accountability model.

Gaston concluded by stating that the high level of productivity is a tribute to everyone in the organization.

The board opened an executive session to review the performance of the Library Director as pursuant to ORS 192.660 (1)(i). The board closed the executive session at 3:00 PM.

Board member George Riser conveyed the Board's consensus that the accomplishments over the past year were very impressive. Board members commented that the District is a proactive, learning organization. Board members stated that working with Gaston on library matters is productive and fulfilling.

The Board agreed to recognize Director Gaston for his performance by approving a salary increase from \$97,000 to \$105,000.

George Riser moved that Gaston's salary be adjusted to \$105,000. Beth Pearl-Gent seconded the motion. Under discussion, it was noted that no bonus vacation would be granted given the salary adjustment. The motion passed unanimously (Miao absent).

Michael Gaston expressed his appreciation to the Board.

**BOARD MEMBER COMMENTS AND SELF-REVIEW OF MEETING**

Board members agreed that the Board had “covered a lot and covered it well.”

Board members expressed support for the process used to evaluate the director, which is well defined within Board policy.

As there was no additional business, the meeting adjourned at 3:55 PM.

**ATTEST:**

Michael K. Gaston  
Library Director