

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting

June 21, 2006

Library Administration Building

ATTENDEES

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

CALL TO ORDER

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

MINUTES

The minutes from the May 17th regular board meeting and the May 17th Budget Committee Meeting were approved as mailed by consensus.

RESULTS POLICIES

Educational Presentation

Oregon Department of Transportation (ODOT) Region 4 Program and Planning Manager Mark DeVoney provided an overview of transportation at statewide, regional, and local levels.

- A high percentage of the increase in traffic load on Central Oregon highways is generated by local traffic rather than statewide or interstate traffic.
- Local governments have the primary responsibility for infrastructure supporting local traffic.
- State funding will need to be supplemented through partnerships with local and federal government agencies and private developers to fund highway improvements.
- Improvements needed to develop Juniper Ridge may require six years or more to complete. Current planning is to address the traffic load generated by light-industrial development. A significant residential component would require additional planning and infrastructure.

The Board expressed appreciation for the presentation.

Library Advisory Council Vacancies

George Riser and Beth Pearl-Gent agreed to serve on the selection committee for vacancies on the Sunriver Area Advisory Council. Chandra vanEijnsbergen will schedule a meeting and have a recommendation ready for the August meeting.

Budget Hearing

Vice-President Ann Evensen opened the budget hearing at 12:45. As no one wished to speak, the hearing was closed.

Budget Resolution

Beth Pearl-Gent moved that the Board approve the Budget Resolution. George Riser seconded the motion. The motion passed unanimously. (Miao absent.)

Resolution Authorizing the Issuance of Tax and Revenue Anticipation Notes

It was noted that the TANs are needed for cash-flow pending tax receipts in November. The District borrows \$900,000 in July, which is repaid after taxes are received. George Riser moved to approve the resolution authorizing TANs. Pat Lawrence seconded the motion. The motion passed unanimously. (Miao absent.)

Resolution Authorizing Transfers within General Fund

Beth Pearl-Gent moved to approve authorizing transfers within the General Fund to fund additional costs for tax anticipatory notes. George Riser seconded the motion. The motion passed unanimously. (Miao absent.)

Resolution Authorizing Transfers within Grant Fund

Beth Pearl-Gent moved to approve authorizing transfers within the Grant Fund to offset additional personal services and capital costs. Pat Lawrence seconded the motion. The motion passed unanimously. (Miao absent.)

EXECUTIVE LIMITATIONS POLICIES

Transfer from General Fund to Reserve Fund

The 2005-2006 Budget adopted by the Board includes a \$575,000 transfer from the General Fund to the Reserve Fund. George Riser moved that the \$575,000 be transferred from the General Fund to the Reserve Fund. Pat Lawrence seconded the motion. The motion passed unanimously. (Miao absent.)

Emergency Library Director Succession

Director Michael Gaston noted Todd Dunkelberg, Heather McNeil and Kevin Barclay are prepared to serve as acting director. The three managers have the support of a strong management team in areas such as accounting, facilities, human resource, and information technology. Beth Pearl-Gent moved to accept the monitoring report. Ann Evensen seconded the motion which passed unanimously. (Miao absent.)

Electronic Signatures

The Board agreed by consensus to authorize the Director to proceed to implement a system using electronic signatures. Checks could be issued only after a warrant listing the checks had been approved by the President (or President Pro-Tem) and the Secretary (or Secretary pro tem). The preference of the Board is that checks would not be printed until after the warrant had been approved. An alternative approach would be to print and hold the checks pending approval of the warrant. Staff will investigate software compatibility and legal issues with the goal of implementing the new system in August. Should the software require that checks be printed prior to the warrant, staff would return the issue to the Board for consideration.

Contract with Jefferson County Library District

The District Board discussed the proposed contract to establish a resource sharing network with Jefferson County Library District. The Board had discussed and approved the concept at the April 26, 2006 Board meeting.

The proposed contract will increase the workload of DPLS staff, particularly in the IT Department, the Technical Services Department, and the Facilities Department. This proposal limits and offsets the impact of this additional workload by requiring standardized procedures and policies to achieve efficiencies, establishing charges to offset the additional work, and by centralizing only those services at DPLS that are critical to maintaining the quality of ILS databases.

Pat Lawrence moved to authorize the Library Director to negotiate minor changes which would not change the substance of the contract with the Jefferson County Library District, subject to legal review, and that the Library Director be authorized to then execute the contract and proceed with the implementation of the project. Beth Pearl-Gent seconded the motion. The motion passed unanimously. (Miao absent.)

Board members noted that the development of a resource sharing network in Central Oregon would be a significant accomplishment.

GOVERNANCE PROCESS POLICIES

July Election of Officers

The Board discussed the July election of Board officers. Beth Pearl-Gent noted that she is not interested in serving as an officer this year. Board members agreed by consensus that Beth will poll Board member to determine interest.

Monitoring Policies

Board members noted that Jeanine Faria will conduct a workshop for board members on interpreting financial reports at the October 16th Central Oregon Regional Library Conference.

The Board discussed a monitoring checklist prepared by governance consultant Margot Helphand. Board members agreed to use the checklist as a guide when monitoring policies.

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

Meeting Review

Board members complimented Ann Evensen for effectively chairing the meeting.

ATTEST:

Michael K. Gaston
Library Director