

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting

October 18, 2006

Sunriver Area Public Library

ATTENDEES

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

CALL TO ORDER

President Ray Miao called the meeting to order at noon.

MINUTES

The minutes from the September 20th meeting were approved by consensus.

RESULTS POLICIES

Trends at the Sunriver Area Library

- Sunriver circulated approximately 98,000 items last year, which is approximately 6% of the total District circulation.
- Space for the collection and for seating is limited.
- Noise can be a problem when the after-school crowd arrives.
- Use of the self-check station is increasing - 74% of circulation transactions were on self-check in September.
- Wireless internet in the library is popular, and has helped to reduce waiting times on the public access computers.
- Three Early Literacy workshops were held for area parents.

Trends in the Sunriver Area Community

- The Sunriver Area Library serves a diverse population with a wide spread of incomes.
- Development continues at a rapid pace. New housing will be a mix of full-time and part-time residents.
- Caldera Springs, a new development, has sold 250 lots. A road is being built from the new development to the business park.
- The Highway 97 interchange construction has begun which will make access much easier.
- The Village Mall is in the process of being sold. Many questions have been raised about what will happen. There's been talk about 300-500 units for mixed use.
- Advisory council currently has three members. It has been suggested to combine La Pine and Sunriver Area councils.

Central Oregon Regional Library Conference

Board members were impressed with the excellent programs and speakers available. Board members appreciated the sense of place and community that were incorporated into the design of the Salt Lake City Library. Several Board members also commented on the Latino services program which placed an emphasis upon understanding and responding to cultural differences within the context of customer service. Chandra vanEijnsbergen was recognized for her role as conference chair.

Educational Presentation: Trends in Adult Programming

Community Relations Manager Chantal Strobel provided an overview of the trends in Adult Programming. Trends were identified by examining statistics as well as the programs of leading libraries.

Several “keys to success” were identified.

- The organization recognizes adult programming as a critical component of the mission
- There is an organization wide commitment to adult programming
- Programming is developed in partnership with other community organizations

Developing trends include: “World Café” discussions; virtual programs; and placing an increased importance upon traditional programs as a method of creating a sense of place and community.

Deschutes Public Library District is in the third year of developing adult programming. The initiative began in response to new Board Results Policies. 1,500 people attended programs in the first year – 5,241 attended last year. These statistics compare favorably with most public libraries of similar size.

- Deschutes will introduce the first “World Café” programs over the next year. These programs follow a formal structure developed to encourage constructive community discussion on critical issues without polarizing the positions of the participants.
- Deschutes will also introduce some form of virtual programming over the next year. This will likely include streaming video of traditional library programs, such as podcasts of storytimes or Novel Idea speakers.
- The number of adult programs will increase substantially over the next year.
 - A half-time position was added in the last budget to organize additional programs.
 - The Adult Services staff in Bend is organizing a series of less formal programs hosted by reference librarians.
 - Additional programs will be developed in partnership with other organizations, such as COCC and Deschutes County Historical Society.
 - The Deschutes Public Library Foundation has taken a leading role in funding programs to build the community through the sharing of literature.

The Board acknowledged that rapid progress has been made in implementing programs to achieve Board Results policies pertaining to programming.

GOVERNANCE PROCESS

Board Discussion: December Board Retreat & Self-Assessment

The Board agreed to move the December Board Meeting to December 13th and hold the self-assessment meeting from 10 a.m. to 12:00 p.m. prior to the regular meeting.

Bend La Pine School District

Board members Ray Miao and Ann Evensen, Director Michael Gaston, and Youth Services Coordinator Heather McNeil will make a presentation at the October 24th Bend/La Pine School District Board meeting. The primary purpose will be to encourage the School District to support an interagency committee which will plan for the implementation of phase two of the Library Linx program in area schools. Board members will review current District Results Policies that pertain to schools. Gaston and McNeil will discuss the implementation plans for Library Linx.

Gaston will make similar presentation in Sisters and Redmond in November.

The Board discussed Gaston's suggestion that it might be appropriate to add an Executive Limitations Policy under Management Practices which stated the Board's expectations regarding partnerships with local community organizations. The Board agreed by consensus that the Board committee formed to review the Treatment of Patrons Executive Limitations policy will also review the suggestion to add a policy regarding community partnerships. The committee will submit recommendations at the February Board meeting.

EXECUTIVE LIMITATIONS

Monitoring Report: External Audit

Auditor Dick Donaca reported that the District had received a clean audit with no exceptions. He did not find any instances in which the District was in violation of any regulatory requirements.

Donaca noted that the State of Oregon allows the pledged collateral of banks to be as little as 25% of the amount for which a collateral receipt is issued, depending upon the credit rating of the bank. There is no way to determine the actual pledged collateral of the banks used by the District.

Director Gaston complimented Accountant Brenda Stanton and Accounting Assistant Gail Russell.

Board members commented that the accounting workshop conducted by Jeanine Faria at the Central Oregon Regional Library Conference was good preparation for the audit.

Beth Pearl-Gent moved to accept the audit. George Riser seconded the motion, which passed unanimously.

Monitoring Report: Asset Protection

The Board reviewed the written monitoring report. Ann Evensen moved that the Board finds the District in compliance with the policy. George Riser seconded which passed unanimously.

Gaston will schedule a Board update of the Asset Protection Plan at a District Board meeting prior to the budget process.

Monitoring Report: Financial Planning and Budgeting

The Board reviewed the written report. Ann Evensen moved that the Board finds that the District is in compliance with the policy. Pat Lawrence seconded which passed unanimously.

Monitoring Report: Financial Conditions and Activities

The Board reviewed the written report. Beth Pearl-Gent moved that the Board finds that the District is in compliance with the policy. George Riser seconded which passed unanimously.

Transfer from Contingency to Capital Outlay

The Deschutes Public Library District is currently working with the Jefferson County Library District to implement automated computer services for JCLD, as outlined in the contract approved by both Boards. A \$50,000 “pass through” payment has been made to secure licensing for JCLD. Funds have already been received from JCLD to offset the payment.

George Riser authorized the transfer of \$50,000 from the Contingency to Capital Outlay within the General Funds. Ann Evensen seconded the motion which passed unanimously.

BOARD MEMBER COMMENTS AND SELF-REVIEW OF MEETING

Board members expressed appreciation for the presentations by Community Relations Manager Chantal Strobel and Auditor Dick Donaca.

ATTEST:

Michael K. Gaston
Library Director