

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

April 23, 2008

Library Administration Building

ATTENDEES

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

CALL TO ORDER

President Pearl-Gent called the meeting to order at noon.

MINUTES

The minutes from the March 19th meeting and the March 31st work session were approved by consensus.

President Beth Pearl Gent reported that Library Director Michael Gaston had received the Oregon Library Association 2008 Librarian of the Year award. Gaston was recognized for his contributions to Oregon libraries over the past 30 years. The Board congratulated Michael.

RESULTS POLICIES

Trends at Redmond Library

Branch Manager Todd Dunkelberg and Advisory Council member Louise Bachman provided an overview of community and library trends.

- The reference and circulation help desks have been combined and relocated to a more visible location.
- Library staff has implemented “roving reference” – an initiative to improve customer service. The new approach has increased the number of patrons receiving readers advisory and reference services.
- Circulation has been increasing in recent months, reflecting an increase in the book budget and improved displays.
- Redmond circulates approximately 500,000 items annually, 25% of the total circulation of the District.
- The Redmond Library and the Outreach Department are partnering with local agencies to sponsor the annual *El dia de los ninos* on April 30th.
- The Redmond Teen program has gained in popularity. As many as 50 teens attend programs.
- Residential construction has slowed, but a number of large commercial projects were completed in the last year.

- Downtown traffic continues to be an issue, but the new bypass is expected to be completed within the next few months.
- The Redmond School District is seeking approval for a bond measure in November. Other municipal projects that would require a bond issue have been postponed until funding for school construction is secured.

Novel Idea

Community Relations Manager Chantal Strobel provided an overview of upcoming Novel Idea programs.

- The selected title is *The World to Come* by Dara Horn.
- Programming will spotlight Jewish traditions and culture.
- The Obsidian Opera will perform songs from *Fiddler on the Roof* at the “kick-off” event on April 26th.
- More than 40 local book clubs have received support materials.
- Local bookstores are co-sponsoring book discussions.
- Dara Horn will be speaking at the Tower Theater in Bend on May 15th and at the Five Pine Lodge in Sisters on May 16th.
- The 2009 Novel Idea will feature the title selected for the statewide “Oregon Reads.” Deschutes has been honored by being selected to host the concluding program.

Encouraging Civic Dialogue

Community Relations Manager Chantal Strobel provided an overview of current and planned strategies to encourage civic dialogue.

- The library is well suited to host discussions on topical issues as it is perceived as a neutral venue.
- All adult programs organized by the Community Relations department are structured to incorporate at least a 20 minute discussion.
- Many programs are components of a series organized around a topic – residents attending multiple programs in a series form relationships and feel more comfortable in discussions.
- The first World Café is scheduled for May 29th. Board members are encouraged to attend.
- Community Relations is working with E-Services to design and host online discussions.

Strobel discussed utilizing partnerships to promote civic dialogue.

- The District has had varying success with partnerships.
- Partnerships work best when the partnering agencies share similar goals and make equitable contributions.
- Clearly defined expectations are critical to a successful partnership.
- Community Relations is currently working with City Club of Deschutes County to sponsor a series of World Café programs hosted throughout the library system.

Board members complimented Strobel for the scope and quality of the programming.

Advisory Council Appointments

The Board agreed by consensus to defer filling vacancies on advisory councils while the Board reviews the structure and charge of the councils.

EXECUTIVE LIMITATIONS POLICIES

Collection Development Executive Limitations Monitoring Report

Director Gaston affirmed that the District is in compliance with Board policy.

- Presentations are held annually in each department to explain the policies and rules.
- Managers confirmed that both the Board policy and Administrative Rules have been consistently implemented.
- There were no known instances in which Board policy or the Administrative Rules were not followed.

Ray Miao moved that the Board finds that the District is in compliance with the Collection Development Executive Limitation Policy. George Riser seconded which passed unanimously.

GOVERNANCE PROCESS POLICIES

Executive Search Process

The Board agreed by consensus that representatives from public agencies and library stakeholder groups would be invited to participate in focus groups to suggest desired qualifications for the next library director. Consultants will also host a management focus group and a staff focus group.

The Board will meet with the consultants on May 15, 2008 from 2:00 p.m. – 4:30 p.m.

The Board reviewed the salary analysis for the director position. George Riser moved to approve a beginning starting salary between \$100,000 and \$120,000. Ray Miao seconded the motion, which passed unanimously.

Director Transition

Director Gaston submitted his formal resignation letter. His last working day will be January 2, 2009. He stated that he would be willing to work up to the 1039 hours permitted under the PERS retirement regulations should there be a delay in the executive search process.

Gaston requested that the Board authorize that the District's contributions to Gaston's PERS IAP account be deposited instead with his private deferred compensation program after he changes his status with PERS to "working retired." Gaston noted that the change in Gaston's PERS status will result in a \$3,000 savings for the District.

George Riser moved to accept Gaston's resignation and to authorize the District to make a contribution to a private deferred compensation plan in the same amount that would have been contributed to the PERS IAP plan. Ray Miao seconded the motion, which passed unanimously.

Oregon Library Association Conference

Beth Pearl-Gent and Pat Lawrence reported that they had attended the annual conference of the Oregon Library Association. Both stated that the workshops were of exceptional quality. It was noted that Deschutes Library District employee Liisa Sjoblom was conference co-chair.

SELF REVIEW OF MEETING

Board members expressed confidence in the executive search process, complimented Pearl-Gent for a well run meeting, and congratulated Director Gaston for his award.

ATTEST:

Michael K. Gaston
Library Director