

## **DESCHUTES PUBLIC LIBRARY DISTRICT**

### **Board Meeting Minutes**

**June 17, 2009**

**Library Administration Building**

### **ATTENDEES**

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

### **CALL TO ORDER**

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

**PUBLIC COMMENTS** - None

### **MINUTES**

The minutes from the May 20<sup>th</sup> meeting were approved by consensus. The minutes from the May 20<sup>th</sup> Budget Committee meeting were approved by consensus.

### **RESULTS POLICIES**

#### Educational Presentation: Bend Parks and Recreation

Executive Director Don Horton and Finance Director Lindsey Lombard provided an overview of the Bend Park and Recreation District. The following is an example of what the district is experiencing during the economic downturn:

- \* Fees are down
- \* Summer registration for programs for children is down 10%
- \* Increase in adult recreation
- \* Scholarship program has been used heavily
- \* Population not growing – less parks needed
- \* Partnerships include: 30 private, Bend La Pine Schools, Brooks Resource, various developers, Pahlisch Homes
- \* Increase in vandalism
- \* Decrease in Kids, Inc afterschool care program
- \* Transportation – no easy answer

Finances: Personnel services are up  
Spending less in capital outlay  
2% increase to staff  
Hiring a construction crew is less expensive than bids  
\$2 million to renovate Juniper Swim & Fitness  
Currently working on a 15 year asset plan  
Adjusting for PERS rate increase over next three years  
Being fiscally conservative  
Insurance rates increased 1%

Elected Board: Currently crafting a new governing board for strategic planning and visioning

#### Educational Presentation: Summer Reading Program

Youth Services Coordinator Heather McNeil provided an overview of the library's summer reading program which is funded by a Ready to Read Grant.

Planning begins in January – all is in place in April  
Weekly prize drawings  
“Whatchamacallit” (sock creature) hidden in local business  
Partnerships: Goody's, Carl's Jr., Trailblazers  
Story Stars tickets were gone the first day they were available

Teen Summer Reading Program is funded by the District. This year's theme: “Express Yourself.” Programs include: Anime & Manga, Twilight movie, Rock Band, and Bingo for grand prize. The Library reached out to 15,000-20,000 students with 201 presentations.

Adult Summer Reading Program is a pilot program in Bend this year. Will have weekly prizes with a grand prize. Sisters and Sunriver Area will also conduct Adult Summer Reading programs.

### **BUDGET HEARING**

President Beth Pearl-Gent opened the budget hearing. As no one wished to speak, the hearing was closed.

### **RESOLUTIONS**

#### 2009/2010 Budget

The Board discussed the 2009/2010 proposed budget. Ray Miao moved that the Board adopt the Budget Resolution which allocates expenditures and establishes the tax rate. Ann Malkin seconded the motion. The motion passed unanimously. (Riser absent)

#### Continue Capital Reserve Fund

The Capital Reserve Fund was established June 9, 1999, in accordance with ORS 294.525 and is to be reviewed every 10 years. These funds shall be accumulated from year to year in a special reserve fund and used for capital projects with the district as determined by the Board of Directors. The Board shall review the need for the Capital Reserve Fund not later than June 2019, to determine if the fund will be abolished or continued. Ann Malkin moved to continue with the established Capital Reserve Fund. Ray Miao seconded which passed unanimously. (Riser absent)

### **EXECUTIVE LIMITATIONS POLICIES**

#### Transfer from General Fund to Reserve Fund

The 2008-2009 Budget included a \$950,000 transfer from the General Fund to the Reserve Fund; however, due to decreased revenue and canceled projects, less money is needed in the Reserve Fund. A reduced transfer in the amount of \$380,000 is proposed. This amount covers Reserve

Fund expenditures for Network, Facility and remodel projects incurred in 2008-2009. Transfers from the General Fund are normally transferred the last month of the fiscal year after revenue estimates are confirmed.

Pat Lawrence moved that the \$380,000 be transferred from the General Fund to the Reserve Fund as recommended. Ray Miao seconded. The motion passed unanimously. (Riser absent)

#### Emergency Library Director Succession

Director Todd Dunkelberg noted that the transition of the Assistant Director to Director is an indication of the past success of this policy. The District is still in transition. Director Dunkelberg will oversee the training of Sandy Irwin, Assistant Director: Library Experiences; and Kevin Barclay, Assistant Director: Research, Innovation & Strategy in the areas of Board Governance Support, Budget Training, and Human Resources. Ann Malkin moved that the District is in compliance with the monitoring report. Pat Lawrence seconded the motion which passed unanimously. (Riser absent)

### **GOVERNANCE PROCESS POLICIES**

#### July Election of Board Officers

The Board discussed the July election of Board officers. Board members agreed by consensus (Riser absent) that President Beth Pearl-Gent will poll Board members to determine interest.

#### Review of Changes to Board Policies

The Board reviewed the changes made to the Board policies with facilitator Margo Helphand. Ray Miao moved to accept the amendments with the correction of two misspelled words. Ann Malkin seconded. The motion passed unanimously. (Riser absent)

### **SELF-REVIEW OF MEETING**

Board members expressed appreciation for the presentation by Bend Parks & Recreation Director Don Horton and the presentation by Heather McNeil. President Beth Pearl-Gent expressed appreciation to board members for their input and work on the Board policies.

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

### **ATTEST:**

Todd Dunkelberg  
Library Director