

DESCHUTES PUBLIC LIBRARY DISTRICT

Board Meeting Minutes

November 18, 2009

Library Administration

ATTENDEES

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

CALL TO ORDER

President Ann Malkin called the meeting to order at 11:00 a.m.

MINUTES

The minutes from the October 21st meeting were approved by consensus.

PUBLIC COMMENTS None

EXECUTIVE LIMITATIONS POLICIES

Monitoring of Management Practices

The Board held a telephone conference call with Consultant Jim Joerger to inquire about possible approaches to provide the Board feedback about the CEO's management practices. Joerger said typically there are two approaches used to accomplish the evaluation:

1. Face to face interviews with the CEO and direct reports focusing on the CEO's effectiveness, strengths and developmental needs, followed by a written report, including recommendations as appropriate and a verbal debrief with the Board or Board chair.
2. Conduct an online survey with the direct reports to accomplish the same objectives as in 1. (above)

Joerger assured the Board that all work is confidential and that feedback is consolidated and unanimous. The Board thanked Joerger for his time and indicated they would let him know of their decision after the meeting.

The Board discussed the two options. Pat Lawrence moved to have Joerger provide services outlined in Option 1. Beth Pearl-Gent seconded the motion, which passed unanimously.

A sub-committee with Board members Malkin, Lawrence, Pearl-Gent and Director Dunkelberg will meet on Tuesday, November 24th to develop monitoring criteria to match core competencies as listed in the selection process for hiring the new Director.

RESULTS POLICIES

Education Program: Bend-La Pine School District Library Linx

Linda Bilyeu, District Media Specialist Coordinator, of the Bend-La Pine School District provided the Board with an overview of how the Library Linx program is working within the school district. Bilyeu says they currently have 12 schools in the Library Linx program. The school district appreciates the partnership with the library which helped to fill a need that the schools had, including the book talks and staff meetings the library provides.

- The school district selects which schools become “linxed.”
- The library processed 2,941 Library Linx cards this year.
- Circulation numbers: 544 in Sept, 1,317 in Oct, and 1,861 as of today, Nov 18th.

Education Program: Outreach Services

Outreach Services Manager Josephine Caisse provided an overview of services that outreach provides to the community.

Homebound – Serves residents who are physically unable to get to a library facility. Outreach currently provides service to 16 senior and care facilities.

Jail:

- Incarcerated Juveniles – Serve the at-risk youth of Deschutes County introducing the library to a population that is unaware of library services.
- Adult Inmates – Serve an underserved population supporting adult literacy and creating the first step for a new future and healthy community. The jail currently has 228 beds.

Latino – Serve a growing Latino community by recognizing their culture and their distinct needs. Hispanic Heritage Month provided over 50 programs with 588 attendees. Other Latino initiatives include: Spanish computer classes and Spanish story times. Latino population has grown in all school districts in Central Oregon.

Bookmobile – Serves the youth in Deschutes County reaching children with access barriers to our library facilities. Also provides early literacy support to our most challenged children as well as supporting child care providers with early literacy tools. The bookmobile has 30 stops which includes story times and Summer Reading Program.

EXECUTIVE LIMITATIONS POLICIES

Monitoring: Collection Development

The Board reviewed the written Monitoring Report on Collection Development. Director Dunkelberg affirmed that the District is in compliance with Board Policy.

- The Collection Development and Reconsideration of Library Materials Administrative Rules are in compliance with Board policy. There were no known instances in which Board policy or Administrative Rules were not followed.
- Staff receives training biennially to ensure that concerns about selection decisions are addressed following the procedures outlined in paragraph III of the Reconsideration of Library Materials Administrative Rule, which outlines the appeals process. There were no known instances in which these procedures were not followed.
- There have been no appeals to the District Board over the past year.

The District is in compliance with the Collection Development Executive Limitations Policy.

Assistant Director Kevin Barclay and Technical Services Manager Lynne Mildenstein provided a power point presentation.

- Circulation is up 12% over last year
- Best selectors in the state – went from 16 down to four
- The District spends \$6.60 per capita on materials
- Fill rate survey: Browsing at 90% - dipped over last year. Titles – up over last year. Subject/Author – way up over last year.
- Digital downloads – 70% of collection is out

Mildenstein provided an overview of the new Floating Collection Project. What this means is an item will “float” freely throughout the District, filling holds and being shelved wherever it is checked in. Items are no longer assigned to one specific branch. This will also get materials on shelves faster and cut the number of materials sent by courier in half. Branches are already noticing a significant difference. Jefferson County Library materials are not a part of the floating collection.

Since the Floating Collection Project just started in early November, Mildenstein will be doing a lot of analysis over the next several months. Many checks and balances are in place. Mildenstein will report back to the Board as the project evolves.

Ray Miao moved that the District is in compliance with the Collection Development Executive Limitations policy. George Riser seconded the motion which passed unanimously.

Library News

Willy Vlautin will be the featured author for December in our series to Celebrate Oregon Authors.

BOARD MEMBER COMMENTS AND SELF-REVIEW OF MEETING

- Appreciation for all educational program presenters
- Very substantive meeting

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

ATTEST:

Todd Dunkelberg
Library Director